Procedure # 11-004: Purchase of Printing Services

Effective Date: January 24, 2012

Revised Date: July 1, 2015, June 22, 2016, May 3, 2017, March 26, 2018

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 Professional Printing Center, Liskey & Sons Printing, Inc., and Worth Higgins & Associates, Inc.

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.
   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 which can be downloaded from the University Publications website at [http://www.odu.edu/content/dam/odu/offices/university-publications/docs/publications-request-form.pdf](http://www.odu.edu/content/dam/odu/offices/university-publications/docs/publications-request-form.pdf), and
      3. Clear and complete printing specifications submitted on the ODU Print Specifications & Bid Form which can be downloaded from the Procurement Services website at [http://www.odu.edu/facultystaff/university-business/purchasing/laws-policies-procedures](http://www.odu.edu/facultystaff/university-business/purchasing/laws-policies-procedures)

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 University Publications website at [http://www.odu.edu/content/dam/odu/offices/university-publications/docs/publications-request-form.pdf](http://www.odu.edu/content/dam/odu/offices/university-publications/docs/publications-request-form.pdf))
3. Upon customer approval of the final design, University Publications will provide printing specifications to the customer.

2. **Submission of Publication Printing 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 and Publications approved art work.

   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. **Submission of Print Requests Less Than $500:**
   a. Departments shall obtain approval from University 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.

4. **Reprints:** All requests for reprints shall require a new solicitation.

5. **Documentation and Samples:**
   a. Departments shall maintain on file the appropriate documentation for each publication to include (i) approval from University 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 eight (8) samples to University Publications and two (2) to Procurement Services. Requesting department shall maintain two samples.
6. Invoices:
Invoices shall be submitted to invoice@odu.edu with a copy to the end-user and shall include: (i) the University’s contract number 15-221-0036-JLK, (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/design review, specification clarification as appropriate, modifications and/or approval. Review processing time is dependent upon complexity of print job. Refer to University Publication website, 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: #15-221-0036-JLK**

- **Professional Printing Center**
  Jean Burke
  547-1990 ext. 125
  547-1694 (fax)
  jburke@professionalprinting.com

  Lydia Spruill
  547-1990 ext. 108
  lspruill@professionalprinting.com

- **Liskey & Sons Printing, Inc.**
  Guy Liskey
  627-8712
  627-2998 (fax)
  guy@liskeyprinting.com

  Luchie Rogers
  627-8712
  luchie@liskeyprinting.com

- **Worth Higgins & Associates, Inc.**
  Megan McGee
  804-514-2159 (mobile)
  804-565-3557 (fax)
  804-264-2304 (office)
  mmcghhee@whaprint.com
For questions regarding print quotations:
   Nicole McFadden
   Procurement Services
   683-4267
   www.odu.edu/procurement

For the design/layout and printing process or the editorial/design review (only) process of your publication contact:
   Victoria Burke
   University Publications
   683-3114
   www.odu.edu/univpublications

For questions regarding the contract or compliance issues contact:
   Janis Hall
   Procurement Services
   683-3070
   www.odu.edu/procurement