

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: REPROGRAPHICS	REFERENCE NUMBER: 501.02
SUBJECT: PROCUREMENT OF PRINT & COPY SERVICES	INITIAL EFFECTIVE DATE: 01/01/2009
TITLE: PRINT & COPY PROCUREMENT	LAST REVISION DATE:

POLICY STATEMENT

The Reprographic division of the Public Communication Office maintains an in-house production facility dedicated to providing efficient, cost-effective printing, copying and finishing services for the City of Denton. While Reprographics is equipped to handle a broad range of jobs, from the simplest short-run duplication to more complex requirements, the Reprographics Manager reserves the right to outsource printing and graphic design services when necessary.

ADMINISTRATIVE DIRECTIVE:

Procurement of Printing, Copying, and Finishing Services (Production)

Departments should direct all requests for printing, copying and finishing services to Reprographics (*exceptions include: promotional items, advertising, apparel items, custom logos*). Acquisition of all print and print-related services is subject to the laws and regulations of the State of Texas and the regulations of the City of Denton.

Reprographics is available to assist the customer department with planning the project and arriving at a suitable estimate or bid. An estimate is a projection of the cost of producing the project for the customer department. Customer originated alterations are in addition to estimate or bid amount.

Reprographics will maintain a list of “pre-qualified” vendors for the outsourcing of projects that are outside the specifications of the reprographics division or exceed current capacity. The attached “notional matrix” (Attachment A) will be used to determine which projects will be outsourced. Reprographics manager reserves the right to revise matrix as equipment and capacity changes. All specifications for print/print-related projects will be approved by reprographics and the department representatives for technical accuracy and adequacy prior to bidding.

The customer department may specify the request to bid be sent to specific vendors on the “pre-qualified” list. Such requests will be honored unless the Purchasing Agent determines the requested vendor incapable of producing the specified work. In cases where the customer department originated the bid specification, Reprographics will serve as the liaison between the customer department and the producing vendor to assure that the bid specifications have been faithfully followed and delivery times are maintained. Reprographics will be a referenced bidder on all production work originating within the City of Denton. The City of Denton reserves the right to use other vendors when necessary.

See Policy 505.02 for specific guidelines on publication standards and usage.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: PRINT & COPY PROCUREMENT

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ADMINISTRATIVE PROCEDURES:

1. Requests for printing, copying, or finishing related projects must be submitted to Reprographics via e-mail to reprographics@cityofdenton.com, via the intranet at <http://portal/codportal/departments/reprographics/>, or by calling the reprographics main number at (940) 349-7278. Baseline pricing will be placed on the reprographics intranet page for estimating purposes.
2. The reprographics manager will determine if the project will be produced in-house or outsourced to a “pre-qualified” vendor. Decisions will be based on notional print matrix and current capacity taking into consideration the customer department’s timeline and budget for the project.
3. Departments may specify vendor preference from “pre-qualified” list.
4. In the event that a project is outsourced, a department contact will be needed to work with reprographics and external vendor regarding technical specifications for projects.
5. All billing will be processed through reprographics.
6. Purchasing of print and print-related items is not permitted on City of Denton p-cards (*exceptions include: promotional items, ads, custom logos, and apparel only*).

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

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ATTACHMENT A**Notional Print Matrix**

CLASS	DESCRIPTION	EXAMPLES	SOURCE	
*A	Full color/4C >5000	Color inserts, complex brochure or newsletters	Outsourced	
	Promotional items Specialty Forms, Other Odd size	Magnets, freebies, etc. Tickets, folders, embossed >12 x 18		
B	Letterhead	All City letterhead	Outsourced	
	Envelopes	All envelopes		
C	Full color/4C <5000	Brochures, flyers, covers	Reprographics	
	B&W	Bid docs, reports, flyers, etc.		
	Highlight	1 color plus black		
	Internal use projects	TRG, Budget, CAFR, Training Manuals, Policy Manuals		
D	Low volume	Business Cards	Dept desktop printer/copier	
		CD/DVD printing		
*E	Wide Format	Color <150	Reprographics	
		Internal memos		Outsourced
		Dept. correspondence		
*E	Signs	Low-volume presentations	Outsourced	
		Meeting handouts (low-volume)		
*E	Signs	Posters, banners	Reprographics	
		Blueprint copies		Outsourced
*E	Signs	Overdose/outdoor/specialty	Outsourced	

**Depending on job specifications, a variety of projects may be outsourced with the approval of the reprographics manager.*