

PRINTING, PAPER AND ENVELOPE PURCHASING GUIDE FOR MSU DEPARTMENTS

1. With the closing of the University print shop and office supply store, MSU will be outsourcing more printing services. Any printer desiring to do business with MSU must agree to comply with the guidelines provided herein. MSU's Office of Procurement and Contracts will post these guidelines and a list of printers that agree to these guidelines, on the MSU website. Any printer shall agree to adhere to the Visual Identity Standards of MSU. These standards will be provided to Licensee upon request or can be found at the following link:
<http://www.msstate.edu/web/visualid/>
2. Printers who have not had their name added to the list on the MSU website will be allowed to compete for business but must complete and submit this agreement prior to doing any business with MSU.
3. Use of MSU logos, marks, name, etc. – Printers may use the MSU logos, marks, name, etc. when printing letterhead and business cards for use by MSU offices only and may not be used for resale. Any other use of the MSU logos, marks, name, etc. may only be done by printers licensed thru LRG, Inc. in accordance with that license. Any unauthorized use will be cause for removal of the firm's name from the list of potential printers as well as discontinuance of further business with that printer.

Envelopes – If purchasing less than \$25, departments may purchase from any source selling an acceptable product at a reasonable price. All purchases of plain or printed envelopes in excess of \$25 should be made from the state contract.

<http://www.dfa.state.ms.us/Purchasing/StateContracts/Competitive.html>

Paper - If purchasing less than \$25, departments may purchase from any source selling an acceptable product at a reasonable price. All purchases of office paper in excess of \$25 should be made from the state contract.

<http://www.dfa.state.ms.us/Purchasing/StateContracts/Competitive.html>

Printing – Printed envelopes see envelopes above.

All other printed items – State purchasing laws and university guidelines should be considered when purchasing printed items. All printed items must comply with the Visual ID standards shown at <http://www.msstate.edu/web/visualid/>

State purchasing laws stipulate the following:

\$0 to \$5000 – Competition is not legally required. P&C urges departments to contact at least two potential providers to get prices. It's hard to know if you are getting a good deal if you have nothing to compare it to.

Over \$5,000 to \$50,000 – A minimum of two written quotes is required. The quotes should be detailed enough to ensure both providers are bidding on the same requirements. The quotes

should be signed or, if sent by e-mail, the e-mail must clearly indicate the name and contact information of the individual submitting the quote.

Over \$50,000 – The department should develop specifications and submit with a requisition to their Purchasing Agent. They should include a list of potential bidders. P&C will review the specifications and work with the department to finalize the document. P&C will then advertise the bid and solicit bids.

Procurement Card – The p-card can and should be used when purchasing paper and/or envelopes under \$5,000. If a printing company is incorporated (Inc.) the p-card can be used to purchase printed items. If a printing company is not incorporated the p-card cannot be used and the department should use a requisition and purchase order.

For more information related to doing business with MSU go to www.procurement.msstate.edu/vendor/vendorsguide.pdf

If your firm agrees to these guidelines, please complete the following and return this form to the address shown below:

Name of Company

Individual representing company

E-mail Address

Mailing Address (for MSU to solicit bids)

Signature

Date

Submit to: Mississippi State University
Office of Procurement & Contracts
P.O. Box 5307
Mississippi State, MS 39762

Or send via e-mail to: bmooss@procurement.msstate.edu or jmayfield@procurement.msstate.edu