How to Buy Printing [1]

This commodity includes print publications, brochures, pamphlets and other assorted printed materials.

Procurement Options and Procedures

Documentation to confirm pricing is required for all requisitions.

- **$10,000 or less:** Submit a Purchase Requisition through the CU Marketplace. If a contract is required on your $10,000 or less printing/print services purchase, please have this signed before creating a requisition. This is done by creating a Small Dollar Contract request via Marketplace. Once you receive your signed contract back, please create the requisition and attach the signed contract to it. For step-by-step instructions on how to create a Small Dollar Contract request, please click **here.** [2]
- **Above $10,000:** Submit a Purchase Requisition through the CU Marketplace. Attach any contract needed to this requisition and it will be facilitated and singed by the PSC before approval.
- **Documentation Your Purchasing Agent Needs Up to $100,000:** A quote, scope of work, estimate, pricing sheet, or contract if a contract is required by the supplier. As of January 1, 2023, any purchase requisition for Print Services total $10,000.01 - 100,000 or more that is submitted for approval (or submitted prior to December 31 2022, but not yet approved), must have an accompanying **Source Selection and Price Reasonableness form** [3].
- **$100,001 - $500,000, or above $10,000 if using federal fund**s: Competition via Documented Quote process, or Sole Source Justification and the documentation to confirm pricing.
- **Over $500,000:** Competition via Invitation for Bids or Requests for Proposals, or Sole Source Justification and the documentation to confirm pricing.

Campus Service Information

Boulder

CU Boulder Administration stresses the importance of using existing in-house printing and copying services.

CU Imaging Services [4]

- Full-service printing and copying, including four-color printing, B&W and color copies, binding, folding, cutting, and laminating.

- Official stationery and business cards.
- Electronic file submission and ordering.
- Multiple campus locations.
- Free pick-up and delivery.

Imaging Services will redirect requests for services to external vendors or have requests redirected to external sources, when they do not have either the capacity or capability to deal with a request.

Contact Information

Imaging Services

- Brandon Trujillo Phone: 303.492.5815 Email: Brandon.Trujillo@Colorado.edu [5]

[CU Publications/Creative Services](#) [6]

For other printing and publications work.

Contact Information

- Diane Adams Phone: 303.492.2531

Colorado Springs

[Print & Copy Services](#) [7]

- Full-service printing and copying (color and B&W), binding, folding, cutting, stitching, and laminating.
- Official stationery, business cards, newsletters, and brochures.
- Electronic file submission.
- Free pick-up and delivery.

Contact Information

- Debbie Young: dyoung@uccs.edu [8] or 719.255.3213

Denver

Printing Services

- Full-service printing, copying, design, and bindery.
- Electronic file submission.
- Free pick-up and delivery.
- Official stationery and business cards can be selected and ordered online.

Contact Information

- Phone: 303.724.6410 Email: printing.services@ucdenver.edu [9] Fax: 303/724-6415

Special Notes

Campus Printing

Start your printing procurement process with your campus print shop or publications office. Departments should seek printing and publications work from external vendors only if the internal print shops cannot meet their needs.

When Campus Services are not an Option

If the campus print shop or publications office is unable to accomplish the job, depart- ments should obtain quotes from external vendors. The vendor's quote should include the dollar amount, plus or minus for overages, and all shipping and delivery charges.

Specifications for Vendors

To assist in obtaining an accurate quote, departments should provide complete informa- tion to the vendor, including:

General description of project, with samples of similar printed pieces (if available)

Quantity needed, including options for larger/smaller quantities (Printers do not guarantee exact counts unless specified so if a specific quantity is required, with no overs or unders, ask the printer to agree to this requirement in writing.)

- Number of issues such as once a month, twice a semester, etc.
- Quality
- Paper stock/color
- Numbers/colors of inks
- Size (including flat size, folded size, and/or number of pages, plus cover or self cover)
- Art (is the art work supplied, what graphics software, is it a PDF File)
- Binding, folding, and mailing requirements
- Proofs/On Press Approval
- Production Schedule (Date to Printer, Date for Delivery, Delivery location(s))
- Budget limit

Important Printing Considerations

Avoid nonstandard publishing software (e.g., MS-Word, MS-Publisher, WordPerfect): use a graphics program or PDF file formats instead. Inform the vendor about the software applications, type of computer, and fonts being used.

Provide files on disk and include a printout. If applicable, also include a sample folded mock-up to illustrate the desired final product. If working with a new vendor, provide a test file to ensure that there are no unanswered questions at the time of final printing.

Build in more preparation time than is estimated as necessary to allow for the unexpected. Have more than one person proof-read the initial work several times and have more than one person check the printer proofs thoroughly before signing off on the job.

Purchasing Services Manager

Sabrina Stewart

- **Email:** Sabrina.Stewart@cu.edu [10]