
From: UGAmart <amevans@uga.edu>
Sent: Thursday, August 11, 2011 1:48 PM
Subject: Clarification on Printing Services

Procurement has received a few inquiries regarding the purchasing services announcement in relation to dealing with UGA Central Duplicating and UGA Printing. Business practices and processes have not changed in this area of intra-university charges. You may continue to utilize and support our UGA departments. You do not need to nor should you submit any Central Duplicating or Printing department quotes to Procurement plus you are not required to justify your use of these departments to Procurement. The original memo applies only to those purchases being made from sources outside of UGA.

Thanks,
Annette

Annette M. Evans
Procurement Officer
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Date: August 3, 2011

From: Annette M. Evans, Procurement Officer

The Georgia Department of Administrative Services, State Purchasing Division, recently announced that during FY12 the purchase of printing services is exempt from State purchasing regulations. In order to demonstrate that the University is performing due diligence in obtaining fair and reasonable pricing and being good stewards of State and University funds, the following applies to printing purchases.

Purchases less than \$5,000 – May be made via purchasing card, check request, or a requisition/purchase request submitted to Procurement in UGAmart.

Purchases of \$5,000 and above – Two options are available. 1) Submit a requisition via UGAmart to Procurement along with specifications, and Procurement will solicit bids on your behalf, or 2) the department can obtain quotes from a minimum of three vendors. These vendors must be provided specifications by the department to ensure that all vendors are quoting on equal terms and specifications. A UGAmart requisition must be submitted with the three quotes attached within the system. The vendor selected in UGAmart must be the low bidder who meets the specifications. If the selected vendor is not the low bidder, then justification for the selection must be submitted with the requisition. For example, an explanation may be that the low vendor could not meet the required delivery deadline. Procurement reserves the right to make the final determination in conjunction with the department regarding rejection or acceptance of the low bid.

Questions relating to this matter should be directed to Ms. Katy Stephens at khs@uga.edu. A secondary point of contact is Annette Evans at amevans@uga.edu. Please note that the above exemption is currently for FY12 only.