



John S. Richard
Director

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Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

PROCUREMENT INFORMATION MEMORANDUM (Number 2009-04)

TO: All Certified Procurement Officers

DATE: February 6, 2009

SUBJECT: Printing

This PIM replaces the Central Purchasing Announcement from 03-07-07 titled:

Acquisitions of Printing for Non-Promotional Items vs. Promotional Items.

All printing jobs will be handled in accordance with standard Central Purchasing procedures as conveyed by the Central Purchasing Act (Title 74), Central Purchasing Rules (Title 580) and this policy.

State Agencies acquiring printing and duplication services, excluding promotional items, may do so through one of the options below. Promotional items are defined as any items not printed on paper media such as buttons, coffee cups, pens, clothing etc.

1. Agencies may use their own printing equipment.
2. Agencies have the option of choosing any supplier of printing services for jobs that are less than \$2,500 so long as they are reasonably assured the price paid is fair and reasonable.
3. Jobs between \$2,501 and \$25,000 may be sent directly to Central Printing for processing or can be competitively bid by agency in accordance with the Central Purchasing Act and Central Purchasing Rules. Agencies choosing to competitively bid printing jobs shall solicit bids from both Central Printing and Oklahoma Corrections Industries along with the other vendors solicited.
4. Jobs in excess of \$25,000 shall be processed through one of the following options: 1) printed on agency equipment, 2) sent directly to Central Printing for processing or 3) sent to Central Purchasing for competitive bid.

The point of contact for this memorandum is Steve Hagar, State Purchasing Deputy Director, 522-3369.

A handwritten signature in cursive script that reads "Betty Cairns".

Betty Cairns
State Purchasing Director,
Department of Central Services

"SERVICE, QUALITY, INTEGRITY"