

## PRINTING, PAPER AND ENVELOPE PURCHASING AGREEMENT FOR POTENTIAL MUW VENDORS

1. With the closing of the University print shop, MUW will be outsourcing printing services. Any printer desiring to do business with MUW must agree to comply with the guidelines provided herein. MUW's Purchasing Office will post these guidelines and a list of printers that agree to these guidelines on MUW's website. Any printer shall agree to adhere to the Visual Identity Standards of MUW. These standards will be provided to Licensee upon request or can be found at the following link:
2. Printers who have not had their name added to the list on the MUW website will be allowed to compete for business but must complete and submit this agreement prior to doing any business with MUW.
3. Use of MUW logos, marks, name, etc. – Printers may use the MUW logos, marks, name, etc. when printing letterhead and business cards for use by MUW offices only and may not be used for resale. Any other use of the MUW logos, marks name, etc. may only be done by printers approved by MUW. 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.
4. MUW shall have the right to audit printer's records of sales to MUW at any time, upon 7 days notice to printer, to ensure compliance.
5. This license may be terminated prior to the stated expiration date by either party without cause on 60 days' prior notice to the other party. The printer may terminate this license immediately if the printer breaches any of the conditions or provisions of this Agreement.

Envelopes – If purchasing less than \$25, departments may purchase from any source selling an acceptable product at a reasonable price. All purchases of plain 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 purchasing 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.muw.edu/publicaffairs/VIG.pdf>

State purchasing laws stipulate the following:

\$0 to \$5,000 – Competition is not legally required. MUW Purchasing office 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 also be on the quote form provided by the MUW Purchasing Office. 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 the MUW Purchasing Office. They should include a list of potential bidders. The MUW Purchasing Office will review the specifications and work with the department to finalize the document. The MUW Purchasing Office will then advertise the bid and solicit bids.

Procurement Card – The p-card can be used when purchasing paper, envelopes, and/or printing under \$500.

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

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Name of Company

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Individual representing company

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E-mail address

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Mailing Address for (MUW to solicit bids)

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Signature

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Date

Submit to: Mississippi University for Women  
Purchasing Office  
1100 College Street, W-1628  
Columbus, MS 39701

Or send via e-mail to: [purchase@muw.edu](mailto:purchase@muw.edu) or fax to 662-241-7821