

Large Project State Contract Printing

Printing and Design is the print purchasing agent for the campus, with authority to purchase printing from the private sector. Printing and Design is responsible for ensuring that all off-campus printing using state monies is purchased in accordance with state law and policy.

The purchase of printing in Wisconsin has traditionally been handled differently than the purchase of other commodities. The Department of Administration has delegated the power to purchase print and, almost without exception, state agencies have chosen to maintain the separation between general purchasing and print purchasing. This allows the assignment of an Agency Printing Manager, a person with printing expertise who understands the entire printing process and the myriad of manufacturing options available to achieve exactly what the customer wants. The Agency Printing Buyer for the University of Wisconsin-Stevens Point is Robin Spindler.

To assist the assigned Agency Printing Managers, the DOA's Bureau of Procurement has developed a series of contracts for the purchase of virtually any type of printing that might be required by state agencies. Chapter 35 of the Wisconsin Statutes defines printing and established the classes of printing and contracts that the Department of Administration bids. The prices associated with these contracts are excellent, and if a printing order meets all of the specifications that are covered by a state contract, the Agency Printing Manager will use that contract to purchase the printing. If the printing requested does not fit a state contract, competitive bidding is required by Chapter 35 of the Wisconsin Statutes. The Agency Printing Manager will request three bids, and the printer that submits the lowest bid that fulfills the printing specifications will be awarded the job.

Chapter 35 of the Wisconsin Statutes exempts printing funded by student segregated fees from the statutes requiring the use of a state printing contract. These accounts may choose to take advantage of a state printing contract, or — using the services of the Agency Printing Manager — they may choose to request bids from three printers in the private sector.

Printing orders that fit the state printing contracts or are executed through the competitive-bid process are subject to a purchase order fee from Printing and Design.

Sources: [Constitution of the State of Wisconsin](#), Article IV, Section 25; [Wisconsin Statutes Chapter 35](#)