

Copying and Printing Services

I. Copying Services

A. Incidental Copying

Incidental copying is copying and document production with a quantity and job specification that does not reasonably require a Copy Center or high-volume duplication equipment or services. In other words, incidental copying is the day-to-day production and copying of documents using available PC printers and office copy machines. The unit is authorized to provide for its incidental copying needs.

The exact criteria for a job to be considered incidental copying are set by the unit and are based on the unit's ability to reasonably produce documents and duplicates. Each unit business office can provide guidance and availability of unit resources for incidental copying needs.

Each unit's incidental copying threshold is based on the following criteria:

1. The available printing equipment (PC printers, office copy machines, etc.).
2. The number of users per PC printer, office copy machine, etc.
3. The cost per page.

If the unit available services cannot meet specific needs, other options available to consider include:

B. AgriLife Copy Service Center

AgriLife Communications operates a center in Brazos County for copying and other services which can meet the needs of larger volume and specialty jobs, in a similar manner as commercial copy centers.

Copy Services provides high-quality color and black-and-white copying on quick turnarounds at reasonable costs. Other services offered by Copy Services include, but are not limited to, online business cards, letterhead and envelopes, wide-format copying, transparencies, binding, laminating and mounting, and addressing and mailing. Newest services include production of banners on retractable stands and 35mm film and slide scanning. A complete list of services can be found on the Web site at <http://agrillife.org/communications/services/copy/>

Copy Services does not limit services to only on-campus units. Off-campus Research and Extension Centers are encouraged to utilize Copy Services as well.

Contact Rhonda Fojt at Rhonda.fojt@ag.tamu.edu.

C. Outsourcing Copying

In the event Copy Services cannot meet the unit needs or if the unit is located outside the service area, local copy service providers may be utilized. When the decision to outsource the job is made and the job exceeds \$10,000.00, purchasing guidelines apply and competitive bidding is required. No bids are required for copying less than \$10,000.00

Units are encouraged to use other university copy centers if possible. For example, Amarillo may consider using West Texas A&M for the services. The University of Texas – Copy Services also provides services across the state. Additional phone and Web site information can be found below.

II. Printing Services

Digital printing is the reproduction of digital images on a physical surface. It is generally used for short print runs, and for the customization of print media. The process differs from lithography, flexography, gravure, and letterpress printing in several ways:

1. Every print can be different because printing plates are not required, as in traditional methods.
2. There is less wasted chemical and paper because there is no need to bring the image “up to colour” and check for registration and position.
3. The ink or toner does not permeate the substrate as does conventional ink, but forms a thin layer on the surface and may in some systems be additionally adhered to the substrate by using a fuser fluid with heat process (toner) or UV curing process (ink).

Because there is less initial setup, it is useful for rapid prototyping, and cost-effective for small print runs.

Digital printing is used for personalized printing, or variable data printing (VDP or VI), for example, children’s books, which are customized with the specific child’s name and images. Print on Demand (POD) systems also use digital printing, for short run books of varying page quantities, and binding techniques.

Procedures for Procurement of Printing

This procedure applies to all printing, and to all document reproduction that is not incidental copying or performed by a Copy Center.

- Collect the following:
 - Detailed SOW (Statement of Work) for the job.
 - Reasonable estimate of the purchase price.
 - Other requirements such as delivery date.
 - Invoice to:
 - Deliver to:
 - Department internal reference number
 - Unit contact number to be billed.
 - Unit contact information including name, email, phone number with signature authority for expenditure of funds.
 - Unit contact for project information for SOW clarifications if someone other than the party listed above.

Texas A&M AgriLife Communications

Texas A&M AgriLife Communications services may be utilized for the development of the Statement of Work (SOW) or specifications to be printed. Other services provided by Texas A&M AgriLife Communications include: educational publishing, marketing and creative services, media relations, web communications, and copy services. A complete listing of services is available at <http://agrilife.org/communications/>

The following options are applicable to entities affiliated with Texas A&M AgriLife as noted AgriLife Research, AgriLife Extension, and TVMDL.

- A. **Texas A&M AgriLife Purchasing:**
Phone: 979-845-4513
Noel Mason: anmason@ag.tamu.edu

Steps for processing request for bids through AgriLife Purchasing include:

1. Collect information as stated above under "Procedures for Procurement of Printing."
2. Unit may or may not work with AgriLife Communications editor who will email SOW to Laura Fischer.
 - o Unit may send SOW via Laserfiche to "Work in Process" folder and create R-Doc in FAMIS
3. AgriLife Purchasing obtains bids.
4. AgriLife Purchasing returns bids for review/recommendation to editor or unit contact identified on the original request.
5. If working with Ag Communications editor, AgriLife Purchasing will communicate editor, who then coordinates with unit contact.
6. Unit creates requisition (R-Doc) based on recommendation from editor or unit contact identified on the original request.
7. Purchasing will award purchase order "P-Doc" to vendor.
8. Unit completes invoicing and receiving process in FAMIS to complete three way match for vendor payment.

- B. **University of Texas – Printing Services:**
<http://www.utexas.edu/documentsolutions/printing/>
Phone: 512-471-9821, Fax: 512-471-9821, and Cell: 512-247-1998
Debbie Munoz, Printing Services Representative: dmunoz@austin.utexas.edu
Order Forms: <http://www.utexas.edu/documentsolutions/printing/stationery/>

This State of Texas Franchise Center provides the following services: wide-format printing, small and large press including books, booklets, bookplates, brochures, forms, invitations, labels, maps, newsletters, note cards, notepads, and poster, electronic prepress, bindery, design services, bulk mailing, and wide format printing.

95% of the work is done in house.

With a majority of agencies offices located outside Travis County, please make sure and get the freight charges included in cost estimates. As a state agency, bids are not required when using the University of Texas Printing Services.

- C. **State Franchise Print Shops**

State Franchise Print shops are full-service print shops, maintained by four State agencies and the University of Texas at Austin, that provide printing and duplication services to State agencies and institutions of higher education. Shops having franchise agreements with CPA perform work for other agencies on a non-preferential, cost-recovery basis. For additional contact information on these print shops, call the AgriLife Purchasing Office.

Note: Particular attention is required for unit source of funds that include contract or grant funds and state funds to obtain printing. Printing is considered a service. As a service, the printing must be completed in the fiscal year it was produced/delivered or prior to the end of the grant. It is not based on when the order is placed. Due to the timing of the invoicing and the receipt of printed materials, units must be careful to

ensure that the L-Doc for the actual amount billed is processed prior to the end or close of the fiscal year or contract end whichever is applicable.

State Library Requirements: If you are producing a State publication, you must meet State Library Deposit requirements. State publications are information, printed or otherwise, that is publicly distributed and meets certain statutory criteria. Please contact AgriLife Communications for details.