



# KANSAS

KATHLEEN SEBELIUS, GOVERNOR

**DIVISION OF PRINTING**  
**D. KEITH MEYERS, DIRECTOR**  
201 NW MACVICAR STREET  
TOPEKA, KANSAS 66606-2499  
PHONE (785) 296-3631  
FAX (785) 291-3770

## MEMORANDUM

TO: State Agencies  
FROM: D. Keith Meyers, Director of Printing  
SUBJECT: Seeking Competitive Bids for Printing Projects  
DATE: September 8, 2003

Effective immediately, the Department of Administration, Division of Printing, has made a significant policy change to address the issue of price competitiveness. This revised policy provides the option to agencies to request competitive bids for their printing projects.

The authority detailed by K.S.A. 75-1005 designates the Division of Printing as the print provider for all agencies, branches and boards within the State Government of Kansas. This statute allows the Director of Printing to authorize state agencies to have a printing job produced by a private sector print provider when it is the opinion of the Director of Printing, that it is in the best interest of the state to do so.

Under this new policy, agencies that are interested in seeking competitive bids for particular print projects may do so by following the guidelines detailed below. Agencies wishing to continue sending their print jobs to the Division of Printing may continue to do so.

To enable this process, the Division of Printing has developed a standardized bid specification form to assure clarity and consistency of specifications. The form, which is available on-line at <http://da.state.ks.us/print/>, includes language that will assure compliance with all statutes, rules and regulations governing printing. Other items addressed by this form are ownership of negatives, creation and ownership of digital production files, freight charges and cost overruns.

### GUIDELINES FOR SEEKING COMPETITIVE BIDS:

1. A specification sheet will be filled out for the job and submitted by the agency, along with all materials necessary for the job's production. These materials may include digital files, previously printed samples, laser print—either color or black ink, thumbnail or other mock up of the job, or paper samples. These should be sent or taken to the Division of Printing at 201 N.W. MacVicar Street, Topeka Kansas, 66606, Attention Customer Service Department.

2. The Division of Printing will review the specifications and return an approved specification sheet to agencies within 3 working days. Some exceptions may occur due to special circumstances that require additional time. Questions that help to clarify specifications may be asked of the submitting agency.
3. After approval, a "Bid Authorization" number will be assigned and the packet returned to the agency.
4. With an assigned bid authorization number, competitive bids may be sought from qualified printers in accordance with the purchasing guidelines.
5. The Kansas Division of Printing must be included as one of the bidders competing for state business and will receive the same materials as sent to other bidders.
6. All purchases for printing that are estimated to cost less than the agency's delegated purchasing authority may be made after the receipt of three or more bid solicitations by telephone, telephone facsimile or sealed bid, as determined by the scope of the project. Following a three day minimum of being posted on an agency public bulletin board or agency/purchasing website, bids will be closed and award may be made to the lowest bidder. Purchases for printing that are greater than the agency's delegated purchasing authority must be bid through the Division of Purchases.
7. Award will be made to the lowest bidder. Agencies will always have the option to make no award under the competitive bid process and to send the job to the Division of Printing for production.

Please note that no exemption letter will be required as the "Bid Authorization Number" will serve as your exemption. The Division of Accounts and Reports will be instructed to allow payment of billings that reference a valid "Bid Authorization" number that will serve as the required Division of Printing exemption.

It is our objective to give state agencies the opportunity to get the best possible price and value for its printed work. This policy change is being made to help assure this outcome. It is our belief that by offering our customers competitive pricing, great service and quality that meets or exceeds agency expectations, we can continue to provide a high value service to state agencies.

cc: Howard Fricke  
Carol Foreman  
Skip Anderson  
Dale Brunton  
Chris Howe