

FAP 111-12-00
PRINTING AND PHOTOCOPYING PROCUREMENT

Pursuant to KRS 57.091, all work under the provisions of KRS 57.011 shall be performed under contract, awarded to the lowest responsible bidder whose bid offers the best value, and approved by the Governor.

1. Printing may be ordered from the Finance and Administration Cabinet's Division of Printing Services, using an Order for Printing, a Quick Copy Center transmittal, or approved electronic document. The Division of Printing Services may:
 - a. fill those orders, or
 - b. place those orders with the Division of Correctional Industries, if it determines that Correctional Industries can address the agency requirements in terms of price, quality, and delivery, or
 - c. recommend that the requesting agency seek private sector services through the Office of Material and Procurement Services.
2. Agencies of the Department of Education and the Transportation Cabinet may order printing services from their respective agency print shops.
3. Printing may be ordered directly from the Division of Correctional Industries, in accordance with that entity's ordering procedures.
4. All printing not performed in-house, by a state agency, as outlined above shall be procured by a Purchase Request through the state's procurement system or other approved electronic format. Purchase Requests for printing of all kinds and classes shall be submitted by the using agency to the Finance and Administration Cabinet, Office of Material and Procurement Services for award of contract or for purchase from a current Master Agreement. **No order for printing, for any amount, shall be placed with any firm except through the Finance and Administration Cabinet's Office of Material and Procurement Services.**
5. A Purchase Request shall specify the number of copies to be purchased and contain complete specifications. The Purchase Request shall affirm that ownership of any plates, artwork or negatives shall be in the name of the ordering agency, Commonwealth of Kentucky, and return of the original and any copies shall be required upon agency request.
6. The following are not included in the definition of printing and shall not be subject to this policy: the silk screening process and imprinted specialty items like, but not limited to, mugs, pens, decals, vinyl bags, buttons, metal signs, flags, t-shirts, notebooks, placemats, match books, hats, and banners.
7. Photocopying is defined as a copy of printed or other graphic material made by a device that photographically reproduces the original, or short run color reproduction on color laser or inkjet copier equipment from reflective copy or electronic data. Photocopying services may be purchased from the private sector only by agencies with offices located outside Franklin County. Photocopying services within Franklin County, unless provided within the agency or by the agency's designated representative, shall be ordered from the Finance and Administration Cabinet, Division of Printing Services.