

**FAP 111-12-00**  
**PRINTING AND PHOTOCOPYING PROCUREMENT**

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**1. Definitions:**

- a. "Kentucky Design and Print Services" means the design and print shop within the Kentucky Transportation Cabinet.
- b. "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.
- c. "Printing" is defined as "lithographic or offset printing, engraving and embossing". Generally this includes higher quality, multi-color printing, with reproduction of photographs and illustrations by offset color lithography, embossing and engraving and other specialty work. 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.

**2. Agencies located within Franklin County:**

- a. Unless provided within the agency or by the agency's designated representative, photocopying services shall be ordered from the Kentucky Design and Print Services.
- b. Printing services shall also be ordered from the Kentucky Design and Print Services. Agencies may request services by completing a Print Request form located on the Kentucky Design and Print Services website [http://transportation.ky.gov/Print/Documents/KDPS\\_KCI\\_Print-Request.pdf](http://transportation.ky.gov/Print/Documents/KDPS_KCI_Print-Request.pdf) and submitting the form to [Print@ky.gov](mailto:Print@ky.gov). The Kentucky Design and Print Services may:
  1. Fill those orders;
  2. 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
  3. Recommend that the requesting agency seek private sector services through OPS.

**3. Agencies located outside of Franklin County:**

- a. Only agencies located outside Franklin County may order directly from the Division of Correctional Industries, in accordance with that entity's ordering procedures.
- b. Unless provided within the agency or by the agency's designated representative, photocopying services may be purchased from the private sector.

**4. Printing Procurement:**

- a. All printing not performed in-house by a state agency, as outlined above, shall be procured by Requisition (RQS) through the state's eProcurement system or other approved electronic format. Printing shall not be obtained through an agency's small purchase authority.
- b. Requisitions for printing of all kinds and classes shall be submitted by the using agency to OPS 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 OPS. No Class II printing order, as defined by KRS 57.011, shall be processed without the written approval of the secretary of the FAC.
- c. The RQS shall specify the number of copies to be purchased, estimated cost and contain complete specifications including paper size, paper type, ink color(s) and line art other than text. The RQS shall

affirm that ownership of any plates, artwork or negatives shall be in the name of the ordering agency and the Commonwealth, and return of the original and any copies shall be required upon agency request.

- d. 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, is in accordance with bidder preference laws and is approved by the Governor.

Relates to: KRS 57.011; KRS 57.091