



August 6, 2015

To: All Principals, Directors, Coordinators, and Supervisors
All Administrative Support Staff

From: Anthony Cannon, Purchasing Manager

Subject: Printing Services

On May 1, 2015, Portsmouth Public Schools Print Center closed for business. In support of this action, the Purchasing Office is providing guidelines for procuring print on demand services in accordance with PPS Purchasing Policy, PPS Minority and Women owned Business Enterprise (M/WBE) Policy, and Virginia Public Procurement Act (VPPA).

Print services follow the same guideline as all other purchases. Every purchase, regardless of the dollar amount or the purchase method, awarded to a non-M/WBE business will require the completion of a Good Faith Efforts (GFE) form. Information on GFE compliance and documentation can be found in Section 3 of the M/WBE Program Policy.

The procurement of printing services \$5,000 or less require a minimum of one (1) written quote. Notification of M/WBE businesses is not required; however, soliciting a quote from a certified M/WBE business is recommended. The Purchase Card remains the preferred method of payment for purchases up to \$5,000. Purchase card transactions have a \$1,000 limit per transaction up to \$10,000 per month. The Purchasing Office may grant special authorization for transactions exceeding the \$1,000 per transaction, after justification is verified.

A purchase requisition is required for all purchases over \$5,000 and up to \$15,000. A minimum of three (3) written quotes is required, which at least one must be an M/WBE business. Quotes must be attached with the requisition in MUNIS.

Printing purchase requests over \$15,000. End-users are to enter a purchase requisition and attach the print job specifications to the request. The Purchasing Office will process the purchase request in accordance with purchasing policy and procedures and M/WBE Program policy.

Attached is a list of printing vendors to assist with obtaining required quotes. The Purchasing Office has met with these vendors to establish requirements in conducting business with Portsmouth Public Schools.

In addition, all stock forms will be available on the Portsmouth Public Schools Intranet site along with print specifications for your convenience. Stock forms are standard forms that have a stock number, typically not subject to alteration by end users.

For assistance, or if you have questions, with the procurement of printing services or form retrieval, please contact the Purchasing Office.

Reference School Board Policy DJA-P

Attachment:
Vendors List

Purchasing Office
801 Crawford Street, 3rd Floor • Portsmouth, Virginia 23704
Phone (757) 393-8261 • Fax (757) 393-5104

Vendor	POC	Number	E-mail	Address	Type	M/WBE	Amount Approved*
Apollo Press	Tracy K. Callis	(757) 247-9002 x 131	tcallis@apollopress.com	270 Enterprise Drive Newport News, VA 23603	VASCUPP	S	Up to \$5,000
Colley Avenue Copies & Graphics	Holly Chacon	(757) 440-4000	colleyavenuecopies@gmail.com	4211 Colley Avenue Norfolk, VA 23508	VASCUPP		Up to \$5,000
Staples	Joe Barlow	(757) 251-8165	Brandi.Sartoph@staples.com joseph.barlow@staples.com	5770 Thurston Avenue, Suite 102 Virginia Beach, VA 23455	Co-Op		Up to \$5,000
Office Depot	Karen Browning	(757) 285-4024	karen.browning@officedepot.com	5957 E. Virginia Beach Boulevard Norfolk, VA 23502	Co-Op		Up to \$5,000
Meridian Printing and Publishing	Terri E. Liskey	(757) 627-8712	terri@meridianprint.com	1228 Ballentine Boulevard Norfolk, VA 23504		WS	Up to \$5,000
BM Designs	Billy McIntyre	(757) 652-6730	bmdesigns@cox.net	4604 Goose Creek Flyway Chesapeake, VA 23321		MS	Up to \$5,000
Sherwood's Business Center	Kimberly Britton	(757) 488-0417	fcc.information@gmail.com	2830 Airline Boulevard, Suite C Portsmouth, VA 23701		MS	Up to \$5,000
The Printing Center	Jeff Person	(757) 483-6252	theprinti@yahoo.com	6008 High Street West Portsmouth, VA 23703		S	Up to \$5,000
Identity Marketing & Promotional, LLC	Karen Dunn	(757) 966-2863	karend@idmktgpromo.com	801 Butler St., Suite 2 Chesapeake, VA 23323		WS	Up to \$5,000
Jones Printing Service, Inc.	Harry Jones	(757) 436-3331	sales@jones-printing.com	PO Box 1786 Chesapeake, VA 23327-1786		S	Up to \$5,000
*Printing vendors can be used to obtain required quotes for printing purchases of \$5,000 - \$15,000							