



Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, Va. 22030
Voice: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>

After executing a Request For Proposals the Purchasing Department has awarded nine (9) term contracts (one (1) year with four (4) renewal options) to the following vendors:

1. CCI Screenprinting, Inc.
5601 Sandy Lewis Drive
Fairfax, VA 22032
(703)978-0506
2. Reston Shirt and Graphic Co.
341 Victory Drive
Herndon, VA 20170
(703)318-8871
3. Simar Enterprises, Inc.
405 Center Street
Lexington, VA 24450
4. 4imprint, Inc.
101 Commerce Street
Oshkosh, WI 54901
5. Fresh Printz, LLC
19248 Walnut Hills Road
Jeffersonton, VA 22724
6. TK Promotions, Inc.
9609 Gayton Road
Richmond, VA 23238
7. Club Colors
420 East State Parkway
Schaumburg, IL 60173
8. Sundog Productions
3850 Jermantown Rd.
Fairfax, VA 22030
9. King Screen
1627 Shenandoah Ave.
Roanoke, VA 24017

ALL CONTRACTS AND VENDOR PRICING AVAILABLE AT: <https://fiscal.gmu.edu/purchasing/purchase-goods-or-services/buy-specialized-procurement-by-category/>

Effective immediately departments must follow the following ordering procedure for Screen Printing and Related items:

1. Orders Under \$5,000: Screen Printing
 - a. End-users can select ANY one vendor under contract.
 - b. Price must be at or below maximum agreed pricing.
 - c. End users must consolidate requirements and follow the procedures in 2 below, when practical.
 - d. End-users cannot select a vendor outside of the contract unless
 - i. The Department obtains a waiver from Purchasing (will not be considered solely on the basis of price)
 - ii. If the required items are not covered under the contract (e.g. embroidery items, uniforms, promotional jackets, etc.)

2. Orders Above \$5,000: Screen Printing

- a. End-users can select a minimum of ANY two vendors under the contract to obtain bids. Lowest priced responsive, responsible bid receives award.
- b. End-users must provide identical details of needs to both vendors via email
- c. End-users should not solicit vendors outside of the contract unless
 - i. The Department obtains a waiver
 - ii. If the items required are not covered under the contract (e.g. embroidery items, uniforms, promotional jackets, etc.)
 - iii. Requirements that fall under ii above are subject to standard competitive requirements. See snapshot <https://fiscal.gmu.edu/wp-content/uploads/2013/04/PurchasingSnapshot.pdf> for full details.