



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

The Purchasing Department has awarded five (5) contracts for embroidery printing services. For all embroidery printing, users should contact the vendor, referencing the corresponding contract number, to determine job pricing.

Note: Three of the vendors are on contract for t-shirt printing and embroidery services. One contract number is issued to each vendor, which covers both services.

Instructions for Ordering

Orders less than \$5,000: Departments must obtain a quote from one of the contracted vendors listed below. The quote must be attached to the eVA requisition or confirming order.

Orders between \$5,001 and \$50,000: Departments must obtain at least two quotes from one of the contracted vendors listed below. The quotes must be attached to the eVA requisition. The purchase order will be issued to the lowest responsive, responsible vendor. NOTE: Departments may not “split” requirements to avoid the competitive requirement. Nor may a vendor accept split requirements.

**If the contracted vendors are unable to provide the goods/services required for a particular printing job the department must complete and submit a [Printing Waiver Form](#) prior to purchasing off-contract printing.

Embroidery Pricing by Vendor			
Vendor Contract# and Contact Information	Quantity	No. of Stitches 0 – 12,000	No. of Stitches 12,000 – 15,000
WKG (GMU-1517-19-01) Regina Kenerley rkenerley@kernergroup.com 100 Stafford Court Williamsburg, VA 23185	1 to 49	\$5.00	\$7.00
	50 to 100	\$5.00	\$7.00
	101+	\$4.75	\$6.25
Sans Screenprinting (GMU-1517-19-02) Sixto Naranjo sixton@sansscreeprinting.com 7014 Wellington Rd. Manassas, VA 20109	1 to 49	\$4.05	\$5.10
	50 to 100	\$3.60	\$4.70
	101+	\$3.35	\$4.40
Club Colors (GMU-1358-16-09) Alice Phoneprasith alicep@clubcolors.com 420 East State Parkway Schaumburg, IL 60173	1 to 49	\$3.50	\$3.50 + .65 per 1K
	50 to 100	\$3.50	\$3.50 + .65 per 1K
	101+	\$3.50	\$3.50 + .65 per 1K
CCI Screenprinting (GMU-1358-16-02) Daniel Wallingsford Dan.cci@verizon.net 5601 Sandy Lewis Drive Fairfax, VA 22032	1 to 49	\$7.00	\$8.00
	50 to 100	\$6.00	\$7.00
	100+	\$5.00	\$6.00
Fresh Prints (GMU-1358-16-04) Nick Schrank accts@freshprintz.com 10248 Walnut Hills Rd Jeffersonton, VA 22724	1 to 49	\$5.98	\$6.48
	50 to 100	\$5.98	\$6.48
	100+	\$5.98	\$6.48