

New/Updated University-Wide Contracts Available for Use by Individual Departments

The Contracts and Purchasing Department has extended existing contracts that CWU departments may utilize to obtain products or services in the categories detailed below. Please be sure not to sign any vendor quotes and/or separate contracts with these vendors. If vendors ask you to sign, please contact the Contracts & Purchasing office at purchasing_office@cwu.edu or x1002.

As a reminder, on-campus options available to departments for obtaining goods or services should be utilized when available. Departments should only utilize outside vendors when on-campus resources are unable to provide the goods or services required. On-campus resources include:

- Printing services: Wildcat Printing
- Promotional goods: Wildcat Shop
- Transportation services: Motor Pool

Printing and Mailing Services:

A Printing Vendor Roster of highly qualified printing vendors is available for CWU departments to select from for as-needed marketing and marketing-related printing and mailing services. CWU has contracts with the 13 different vendors, covering a wide range of jobs. Departments may purchase services using a pcard, or, when the amount exceeds pcard approval limits, by submitting a requisition. A Request for Qualifications and Quotations (RFQQ) process will be conducted for services costing over CWU's informal bid threshold (currently \$10,000), and the successful vendor in these instances will be chosen based upon price, adherence to specifications, and turnaround time. All CWU marketing and promotional materials, including print and digital, must meet [CWU brand identity standards](http://cwu.edu/brand) (cwu.edu/brand). Materials must be reviewed and approved prior to the placement of orders by sending a PDF (.pdf) or JPEG (.jpg) proof to brand@cwu.edu. Please contact the Contracts and Procurement office at purchasing_office@cwu.edu or x1002 for more information about the vendors listed on the Printing Vendor Roster, the services each vendor provides, and the process for procuring these services.

Promotional Goods:

CWU has contracts with [BAMKO](#) (formerly Gifts by Design) and [PromoShop](#) for the purchase of promotional goods (does not include items for resale). Departments across campus may purchase products from either vendor using a pcard, or, when the amount exceeds pcard approval limits, by submitting a requisition. A promotional expense should generally relate to an item or a product that could have value beyond communicating a message. Promotional expenses should clearly promote CWU, and products should garner name recognition, commemorate special events, recognize certain groups, or direct people to appropriate webpages. The University should expect an economic benefit equal to or greater than the cost of the promotional expense. All CWU marketing and promotional materials, including print and digital, must meet [CWU brand identity standards](http://cwu.edu/brand) (cwu.edu/brand). Materials must be reviewed and approved prior to the placement of orders by sending a PDF (.pdf) or JPEG (.jpg) proof to brand@cwu.edu. Before agreeing to provide state resources at no cost or reduced cost in connection with a promotion, departments should review the following CWU policies: [CWUP 2-40-210 \(State Property\)](#), [CWUP 2-10-170 \(Appointing Authority, Delegation of Authority, and Contracting Authority\)](#), and [CWUP 2-40-200 \(Use of State Funds for Light Refreshments and Meals\)](#). Please contact the Contracts and Procurement office at purchasing_office@cwu.edu or x1002 for more information about purchasing promotional goods.

Bus Transportation Services:

CWU has contracts with Transportation Demand Management (The Starline Collection which includes A&A Motorcoach, Starline Luxury Coaches, and Wheatland Express) and Beeline Charters and Tours. Departments across campus may purchase as-needed, in-state and out-of-state bus transportation services from either vendor utilizing either a pcard or the Master PO that is set up for each vendor each fiscal year by the Purchasing Department. Please contact us at purchasing_office@cwu.edu or x1002 if you need additional information about purchasing these services. To schedule services, please contact the vendors directly and provide your Pcard information. Vendor contact information is as follows:

Transportation Demand Management <i>The Starline Collection</i>		
A&A Motorcoach	Starline Luxury Coaches	Wheatland Express
sales@aamotorcoach.com	dispatch@starlinecollection.com opsmgr@discoverstarline.com sales@discoverstarline.com	sales@wheatlandexpress.com
(509) 575-3676	(206) 763-5817	(509) 334-2200

Beeline Charters & Tours
Jenn Terhune Sales Manager M: 206-702-5857 Jenn@beelinetours.com or info@beelinetours.com

Screen Printing:

CWU has contracts with the three vendors listed below for the purchase of screen printed and embroidered goods. Departments across campus can purchase products directly from any of the three vendors using a pcard, or, when the amount exceeds pcard approval limits, by submitting a requisition.

All CWU marketing and promotional materials, including print and digital, must meet [CWU brand identity standards](http://cwu.edu/brand) (cwu.edu/brand). Materials must be reviewed and approved prior to the placement of orders by sending a PDF (.pdf) or JPEG (.jpg) proof to brand@cwu.edu.

Vendor contact information:

Vendor	Contact	Website
Shirtworks	Brandon Mills (509) 925-3469 info@eshirtworks.com	https://eshirtworks.com/ellensburgshirtworks/shop/home
Correctional Industries	support@washingtongi.com (509) 867-5895 doccitextiles@doc1.wa.gov	https://www.washingtonci.com/products-services/textiles/screen-printing.html
Image Source	Jacob Fletcher (425) 898-2991 jacob@imagesourceteam.com	https://imagesourceteam.com/

Product catalogs can be accessed online through each vendor's website. To request a quote at the contracted pricing, complete the online quote request or contact the vendor at the phone number or email provided. All vendors are happy to assist with product selection and any other questions.

Please contact the Contracts and Procurement office at purchasing_office@cwu.edu or x1002 for more information about purchasing screen printed or embroidered goods.