

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

The Contracts and Purchasing Department has extended existing contracts and established several new contracts that CWU departments may utilize to obtain products or services in the categories detailed below.

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 newly updated 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. Contracts are now available with 15 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 the State of Washington'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 Lori Hauser in the Contracts and Procurement office at lori.hauser@cwu.edu or x1006 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:

Contracts have been extended with [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 Lori Hauser in the Contracts and Procurement office at lori.hauser@cwu.edu or x1006 for more information about purchasing promotional goods.

Bus Transportation Services:

Contracts have been extended 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 will be set up for each vendor each fiscal year by the Purchasing Department. Please contact us at purchasing_office@cwu.edu or x1002 for the Master PO number, or if you need additional information about purchasing these services. To schedule services, please contact the vendors directly and provide either your Pcard information or the Master PO number. If using a Master PO, vendors should include this number on their invoices and, after services have been provided, vendors should send invoices directly to CWU Accounts Payable at accountspayable@cwu.edu. Vendor contact information is as follows:

Transportation Demand Management

The Starline Collection

Sales Team:

Shelly Hilt shelly@discoverstarline.com 509—575-3676 ext 5004

Tracy Riggins tracy@discoverstarline.com 509-575-3676 ext 5006

A&A Motorcoach	Starline Luxury Coaches	Wheatland Express
sales@aamotorcoach.com	disptach@starlinecollection.com opsmgr@discoverstarline.com sales@discoverstarline.com	sales@wheatlandexpress.com
(509) 575-3676	(206) 763-5817	(509) 334-2200
Crystal Connolly x5009	Lead Operations: Brittany Vollmer Operations Manager: Mike Howard	Tracy Paine x4011

Beeline Charters & Tours

Gloria Bermudez
Office Phone: 206-632-5162
gloria@beelinetours.com or
info@beelinetours.com

Screen Printing:

Contracts have been extended to 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	Dan Rossow (509) 925-3469 info@eshirtworks.com	https://eshirtworks.com/ellensburgshirtworks/shop/home
Correctional Industries	support@washingtonci.com (509) 867-5895 mailto: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 Sharon Cowdery in the Contracts and Procurement office at sharon.cowdery@cwu.edu or x1002 for more information about purchasing screen printed or embroidered goods.