

## ANNOUNCEMENT

All Users,

Procurement Services is pleased to announce the award of the University's printing and photocopying services contracts effective immediately to the following vendors:

**Category I – Short Run, One and Two Color Printing**

**Primary Vendor: Direct Printing Impressions**

**Secondary Vendor: Jersey Printing Associates**

**Category II – Short to Long Run, Four to Six Color Printing**

**Primary Vendor: Direct Printing Impressions**

**Secondary Vendor: Jersey Printing Associates**

**Category III – Photocopying services**

**Primary Vendor: Office Depot**

**Secondary Vendor: Alphagraphics**

**Category IV – Large Format and Corrugated Plastic Color Signage**

**Primary Vendor: Alphagraphics**

**Secondary Vendor: Office Depot**

All of the above vendors will provide desk-top pick-up and desk-top delivery of your printing and photocopying requirements. Next day desk-top delivery services will be provided for simple straight-forward photocopying projects.

The Contract Administrator for this program will be Garry Rideout, Director of Production Services, Phone: 973-655-7046 or Email [rideoutg@mail.montclair.edu](mailto:rideoutg@mail.montclair.edu) .

For printing services, you must first contact Garry Rideout prior to submitting your request to the primary vendor. If it is determined by Garry Rideout that the primary vendor cannot accommodate a specific printing request, only then shall the request be forwarded to the secondary vendor.

The awarded vendor will submit the written pricing information within two (2) business days of the request for quote to Garry Rideout. If the primary vendor fails to submit the requested pricing, then the quote will be considered non-responsive. The vendor must hold their price(s) firm for a minimum of thirty (30) days after submission of project quote(s).

For photocopying services, you **will not** require the approval of the Contract Administrator, Garry Rideout, and may directly contact Office Depot's representatives:

1. Janet Baldwin Voice: 973-594-3750  
Fax: 963-594-3624  
E-mail: [janet.baldwin@officedepot.com](mailto:janet.baldwin@officedepot.com)

2. John Hutcheon Cell: 973-356-6013  
Fax: 973-594-3624  
Email: [john.hutcheon@officedepot.com](mailto:john.hutcheon@officedepot.com)
3. Betsy Treharne Voice: 973-594-3404  
Fax: 973-594-3624  
E-mail: [elizabeth.treharne@officedepot.com](mailto:elizabeth.treharne@officedepot.com)

**If you have any questions pertaining to these contracts, please contact Patricia Stolarz, Procurement Administrator, at 973-655-4365. Thank you.**