

**Department of General Services
Procurement Division**

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BROADCAST BULLETIN

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TO:
Procurement and Contracting Officers (PCO) & Purchasing Authority Contacts (PAC)

SUBJECT:
Acquisition of Printing Equipment

Purpose This broadcast bulletin announces an update to the State Contracting Manual (SCM) Volumes 2, 3, and F to incorporate the requirements of State Administrative Manual (SAM) Section 2876 - Approval Required to Purchase Printing Equipment.

Policy Pursuant to SAM Section 2876 no state agency may acquire printing equipment, where a piece of equipment is valued in excess of \$50,000, without prior approval from the State Printer on a Printing Equipment Acquisition Request (PEAR – OSP Form 548).

“Printing equipment” is defined as digital presses, offset presses, web presses, and bindery equipment (such as folders, cutters, stitchers, drills, collators, perfect binders, etc.).

Background Management Memo 19-03 "State Agency Printing Operations" issued on May 24, 2019 announced new pre-procurement policy and procedures in SAM Section 2876 for state agencies when purchasing printing equipment.

Procedure/ Process State agencies are required to adhere to the procedures identified in SAM Section 2876 and the following sections of State Contracting Manual (SCM) Volumes 2, 3, and F:

- SCM Volume 2, 2.C6.6.
- SCM Volume 3, 2.C8.3.
- SCM Volume F, 2.C3.2.

State agencies must update internal procurement policy and procedures to include this new requirement and related process.

Questions: Statewide In-Plant Operations Manager
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