

UMBC

AN HONORS UNIVERSITY IN MARYLAND

Department of Procurement

University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250

July 3, 2007

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MEMORANDUM

TO: The UMBC Community

SUBJECT: New Printing Contract Vendor

The Department of Procurement is pleased to announce that a new campus printing contract has been awarded to Webb Mason, Inc. The contract provides for comprehensive litho-printing services, which include, but are not limited to: composition, typesetting, printing, reprographic copying, forms management and mail house services.

The method of payment will be as follows:

1. Orders at and under \$4999 are to be paid with UMBC's P-card.
2. Orders at \$5,000 or above will be paid via a University purchase order which will be sent by Procurement to the contractor. Departments will submit an online requisition to initiate this process. No services are to be provided without the contractor receiving a purchase order *prior* to beginning the work. Note that no service charge is allowed to be charged on top of the prices quoted for the services/products.

Departments may order composition, typesetting, printing, reprographic copying, forms management and mail house services by telephone, fax, email or mail. You will not need to fill out an order form.

Webb Mason is in the process of establishing an easy to use on-line ordering system for UMBC. It will be a secure, user-friendly means to acquire services. For example, departments ordering reprints of letterhead envelopes will not have to re-enter the entire order. Your previous envelope order information will already be in the system and you will only have to click on the reorder block. They will also have a Help Desk to assist users of the EPM online system who may be experiencing some difficulties navigating the site. In addition to this team, the EPM online platform has Help Pages linked to each step throughout the ordering process.

For your convenience I have listed the contract information in the following chart:

NAME	TITLE	CONTRACT RESPONSIBILITIES	CONTACT INFORMATION
<p>Dan Cahill</p>	<p>Primary Account Executive</p>	<p>Make regular calls and visits to various University depts.</p> <p>Review proposed UMBC specifications for print jobs for accuracy & completeness.</p> <p>Serves as a consultant to UMBC depts. in making suggestions to job requests to enhance efficiency, economy and effectiveness of the end products, resolve difficulties in designing forms, consolidation/use of existing forms, different print types available.</p> <p>Provide price quotations consistent with contract terms.</p> <p>Serve as trouble shooter for resolution of all problems associated with contract.</p>	<p><u>Address:</u> Webb Mason 10830 Gilroy Rd. Hunt Valley, Md. 21031</p> <p>Ph.: 410-785-1111 x121 Fax: 410-584-7777 Cell: 410-302-8078</p> <p>Email: dcahill@webbmason.com</p> <p><u>Hours Available:</u> 7:00 A.M. to 7:00 P.M.</p>
<p>Erin Rathbone</p>	<p>Inside Customer Service Representative</p>	<p>Vendor's inside person for UMBC contact.</p> <p>Order processor and accept orders via phone, Email, mail and fax.</p> <p>Direct access to and communicate directly with Primary Account Representative.</p> <p>Detailed knowledge of terms of contract.</p> <p>Provide accurate price quotations.</p> <p>Provide status of jobs in progress.</p> <p>Assist in invoice problem resolution.</p>	<p><u>Address:</u> Webb Mason 10830 Gilroy Rd. Hunt Valley, Md. 21031</p> <p>Ph.: 410-785-111 x1194 Direct: 443.589.1575 Fax: 410.584.7777</p> <p>Email: Erathbone@webbmason.com</p> <p><u>Hours Available:</u> 7:00 A.M. to 7:00 P.M.</p>

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Procurement has posted Webb Mason's contract prices on its website. The link is:

<http://www.umbc.edu/adminaffairs/procurement/forms/VendorContracts.pdf>

Webb Mason will be coming to UMBC to introduce themselves to the campus, provide training for using their online order system and answer any questions that you may have. I will advise the campus of the dates, times and locations for these orientation sessions.

Please note that I will notify the campus when the Webb Mason online order system is ready to use. Until then, please order by telephone, fax, or email,