

State of Vermont
Agency of Administration
Office of the Secretary
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Kristin L. Clouser, Secretary

TO: Secretaries, Commissioners and Business Managers
FROM: Douglas Farnham, Deputy Secretary of Administration
RE: Print Procurement Requirements (Supersedes February 13, 2012, Print Directive)
DATE: June 7, 2023

Due to the closing of Vermont Correctional Industries (VCI) for offset printing services, effective June 7, 2023, the Department of Buildings & General Services (BGS) Print Shop will be the first choice for all printing projects that involve digital press printing. The Print Shop's digital press printing generally includes, but is not limited to:

- Business cards
- Letterhead
- Forms (including Print-on-Demand)
- Booklets (coil and tape binding, saddle-stitch)
- Trifolds
- Newsletters
- NCR (No Carbon Required) forms
- Poster printing, lamination, and mounting
- Poster size signs – paper, vinyl, magnetic
- Numbering – done electronically for optimal print quality
- Mailings (including stuffers, and postcards)
- File merge of mailing addresses or other variable data
- Specialty jobs (requiring special stock, cutting, hole punching, etc.)

What That Means

Agencies that already utilize the BGS Print Shop services for their print needs, please continue to do so.

Before requesting the Office of Purchasing & Contracting to issue a solicitation for printing needs, contact the BGS Print Shop to determine whether they can do the work. If they can do the work and do so at the same or lower cost than an outside vendor, the work should be shifted to the BGS Print Shop. The Print Shop will provide quotes within 48 business hours of receiving all necessary print job details.

Print Shop Contact Information

Email Address: bgs.printshoporders@vermont.gov | Phone: 802-828-2830

Link to Print Shop website: <https://bgs.vermont.gov/gbs/print-shop>