

Appendix 1

Using Our GPO Waiver #99005 to Obtain Small, Urgent Printing and Copying Services

1. Our waiver is only for urgent printing and copying orders that are needed within 48 hours or less.
2. The cost of a single order must not exceed \$1,000 for black and white work or \$500 for color work.
3. All Acquisition Requests for commercial copying work must be reviewed and approved by the Regional Publications Coordinator – even for simple jobs when a purchase card is used for payment. In addition, you will need to submit a completed waiver form (attachment B). The coordinators need this information to make periodic reports to GPO on our use of the waiver.
4. When their Acquisition Request is fully approved, employees with the purchase business line on their Government cards (plus all warranted Contracting Officers) may obtain these services. However, employees with only the travel or fleet lines must not use these Government cards under any circumstance to buy copying services (or any other services or products not directly related to official travel or fleet needs). Such abuses result in unauthorized commitments, ratifications and disciplinary actions, and could cause the Service to lose its GPO waiver privileges. Employees without the purchase business line should find someone with the proper authority to make the purchase.
5. We may choose from the local print vendors that best suits our needs. We are not limited to vendors with contractual commitments to GPO. Competitive quotes are not required for orders of \$1,000 or less, but buyers must ensure that all prices paid are at least “reasonable.” So, program managers and buyers should realize that they can save 50% or more by using GPO contract printers. Obtaining competitive quotes from GPO contract printers can sometimes be done within a few hours and result in major savings. Discuss these possibilities with your Regional Publications Coordinator.