

Part I Chapter 24 Printing

All contracts for printing must meet the conditions set forth below before being entered into. Use of the solicitation and contract terms and conditions established for printing services by DGS and contained in the DocBuilder program will satisfy these requirements. Agencies must follow the procedures set forth in *Part II Chapter 15* of the *Procurement Handbook* to obtain printing services.

- A. Machinery and Equipment.** The purchasing agency must be satisfied that the contractor is the owner or lessee of machinery and equipment necessary to properly and promptly perform any orders issued to the contractor under the proposed printing contract.
- B. Sworn Statement.** By law, persons to whom printing contracts are awarded must provide a sworn statement in regard to wages paid to its employees and working conditions. Specifically, the law found at *71 P. S. Section 1654*, requires awarded bidders to agree to pay prevailing wages to employees engaged in the performance of the contract and to provide working conditions prevalent in the locality in which the contract is being performed. In the alternative, the awarded bidder can provide an affidavit that a collective bargaining agreement is in effect between the awarded bidder and its employees and that the employees are represented by a responsible organization which is not influenced or controlled by management. The awarded bidder must also agree to maintain the conditions described in the sworn statement in the performance of the contract.
- See [Management Directive 220-9](#) for Procedures.