Procurement Policy: Promotional Items

PACE UNIVERSITY

In an effort to control costs on promotional give aways the number of approved promotional vendors have been reduced. Consolidation of the vendor list will result in more competitive pricing. Effective January 1, 2021 - ALL Promotional Item orders, regardless of cost, must be competitively bid based on the conditions below:

$0-$15,000 two quotes required; $15,001-$50,000 three quotes required; > $50,001 Requires RFP process. The competitive quotes must be attached to your requisition. The following Vendors are the Pace approved promotional item suppliers:

Vendor	Contact	Phone #	Email address
Stay Visible LLC (request quote online-E-procurement home page)	Theresa Gonzalez	203-746-2111	theresa@stayvisible.com
ISI Integrated Supply Inc.	Joe Carrara	866-564-6563 X 1	joe@logojoe.com
Club Colors Buyers, LLC	Giancarlo Amador	847-641-5013	gamador@clubcolors.com
4IMPRINT Inc	Callie Radl	877-446-7746 X8626	cradl@4imprint.com
Crestline Specialties, Inc.	Daniel Poulin	207-755-2774	dpoulin@crestline.com
CustomInk LLC	Tyler Bryant	434-878-3050	warren.bryant@customink.com

University Relations is the steward of the Pace University brand and is responsible for conveying a consistent and coherent image of the University and its values. Learn more about Pace University's Brand Standards here http://www.pace.edu/brandassets. Product restrictions: University marks are prohibited for use on tobacco products, alcoholic beverages, sexually explicit graphics or descriptions unless authorized by Marketing Department.

Footnote: Additional vendor registrations for promotional items will not be approved. If you have a candidate for the approved vendor listing for promotional items, they would need to be cleared by Purchasing and invited to register by Purchasing. Justification for not following policy above will be required by an AVP or Dean.