

Manager: Amanda Hallmark

Effective Date: 09/01/2023 – 08/31/2028

Number: AU-2023-0000626

Commodity: Signage Vendors

What is the new Signage Program?

A committee has selected three (3) vendors that will provide Auburn University with Signage services. The three (3) vendors were selected via a competitive bid process and will provide Banners, Posters, Yard Signs, and Photo Backdrops services. Below are Auburn University's "Preferred Vendors" for signage services. The program is effective September 1, 2023.



Burchell & Co Inc

Cassie Burchell

us448@alphagraphics.com

205-979-2373



Sign Essentials LLC

Brian Lewis

orders@seauburn.com

334-203-1591



Davis Direct

Estimates

Cindy Henderson (Auburn Location)

chenderson@davisdirect.com

334-277-0878 ext. 180

Krista Whitten (Montgomery Location)

kwhitten@davisdirect.com

334-277-0878 ext. 112

Sales Representative

Ronnie Earles (Auburn and Montgomery)

Ronnie@davisdirect.net

334-277-0878 ext. 112

404-762-3830

Frequently Asked Questions

Do we have contract pricing for Signage?

No, Auburn University does not have contracted prices for Signage jobs.

How do I order my signage products?

For all signage orders, departments will be required to get three (3) quotes from three (3) from the list above. Once the quotes have been obtained and reviewed, the department must use the lowest-priced vendor that meets all requirements for that specific job.

How do I obtain Final Approval?

You can submit your item for approval within the Auburn University Brand Center online at <http://ocm.auburn.edu/brand-center>. If have questions, please email brandsupport@auburn.edu. All departments should still consult with the Office of Communications & Marketing and provide the Final Approval to Print form with backup documentation with all signage items.

Do I have to use the lowest quoted vendor?

Yes! Because these vendors have been prequalified and vetted, we know that they all produce quality work.

How do I pay for my signage orders?

1. Orders that are under \$5,000 should be paid via a p-card or By submitting an invoice in TigerBuy.
2. Orders that are over \$5000 will require a PO # for payment to be processed, and a requisition should be entered into TigerBuy prior to placing the order

What is the required documentation for these transactions?

Purchase requisitions over \$5000 must have the following:

- Three (3) quotes attached as a backup for the purchase order to be issued
- Final Approval to Print form with the requisition
- Completed and signed Vendor Disclosure Statement (VDS)

Orders under \$5,000 must have the following:

- Three (3) quotes along with the invoice attached as adequate documentation
- Final Approval to Print form

What is the term of the agreement?

Agreements with the Preferred Vendors will be evaluated on an annual basis. Therefore, it is very important that we receive input from you regarding the service received from the vendors and the quality of the product produced. Please use the Preferred Vendor feedback form located in TigerBuy to provide positive or negative feedback related to your signage order.

Please contact Amanda Hallmark at amh0271@auburn.edu in PBS or call 844-3559, if you have any additional questions.