



Administrative Regulations

Number AR24-5
Issue 1

Subject: Regulating the Requisition of Printing and Other Duplicating Services.

I. Purpose

The purpose of this Administrative Regulation is to establish standard policies and procedures for the acquisition of printing, duplicating, binding and miscellaneous Reprographics services. A centralized reprographics center is intended to conveniently provide quality services at a reasonable cost.

II. Scope

This regulation is applicable to all City departments and offices directly responsible to the City Manager. In the interest of uniformity and economy, it is requested that elected officials and other independent departments and commissions comply with these procedures.

III. Amendment

The City Manager may amend the procedures and content set forth in this regulation as required.

IV. Policy

All requests for printing and duplicating services shall be directed to the Reprographics section of the Department of General Services. Requests for service that is outside their scope of capabilities will be contracted out by Reprographics through master term orders attained through the Purchasing Division. Requesting departments will monitor the work progress to ensure compliance with the specifications with assistance from Reprographics. Proofs will be made available for approval for all new or revised work. Reprographics, in conjunction with the Purchasing Division, has established contracts for most services which will eliminate the usual waiting time for bid quotes. However, if a special service necessitates a request for bid quotations, Reprographics will also monitor all such processes.

Categories of work that will be contracted out include:

1. Four-color processing
2. Over-size printing
3. Engraving
4. Snap-out Forms
5. Certain types of bindings
6. Decals

V. Procedures

All requests for service should be submitted on a standard Reprographics request form. Based upon a review of all printing, duplicating and miscellaneous Reprographics services, the following forms will be exempted from this regulation:

1. Pre-printed continuous forms

2. Continuous form stock paper

Any other requests for exceptions should be directed to the Director of General Services outlining the specific job and why it should be exempted from this regulation.