

To. 1743

Date January 15, 1974 - 11:30 A.M.

Approved: Victor M. Pons, Jr.

Secretary of State

REGULATION NUMBER 3

OF THE GENERAL SERVICES ADMINISTRATION  
By: *[Signature]* Assistant Secretary of State

TO REGULATE THE USE OF PRINTING PRESSES, OF GOVERNMENT REPRODUCTION CENTERS AND THE ARTS AND PUBLICATION BUREAU OF THE PURCHASE, SERVICES AND SUPPLIES AREA OF THE GENERAL SERVICES ADMINISTRATION.

Section 1: Title.

This Order will be known as Regulation for the use of Printing Presses, Government Reproduction Centers and the Arts and Publications Bureau of the Purchase, Services and Supplies Area of the General Services Administration.

Section II: Legal Basis.

Law 96, Section 3(a) as of June 29, 1954 as amended (3 LPRA 916) known as "Purchase and Services Act" orders that the Administrator of the General Services Administration will be authorized to provide for the printing services required by any agency of the Commonwealth of Puerto Rico.

Section 4 (a) of the above mentioned law (3 LPRA 917) states that the Administrator of the General Services Administration has the power to formulate rules and regulations to authorize any department or agency to provide special printing services without the interference of the Purchase, Services and Supplies Area.

Section III: Purpose.

This Regulation is established with the purpose of identifying the kind of printed work which can be prepared within the government agencies, the kind of work to be printed in the Printing Bureau of the Purchase, Services and Supplies Area of the General Services Administration; to establish the circumstances and requisites which must be

considered by a government agency when requesting the services of the Printing Division of the Department of Education or private printing firms; to identify the class of printed material, the size and quantity which government agencies are allowed to produce in their respective reproduction centers; to establish controls for the purchase of printing or reproduction equipment in these government branches; to establish the scope regarding functions and procedures required to apply for the art and reproduction services which will be provided by the Arts and Publication Bureau of this Administration.

Section IV: Definitions.

1. Agencies: any agency, department, division, Board, any Commonwealth's office.

Whenever the statutes providing the legal basis for the municipal governments, public corporations or agencies exempt from the provisions of Law 96 as of June 29, 1954 these entities may apply for printing services and for those services provided by the Arts and Publications Bureau, in which case said services must be ruled by the provisions of this Regulation.

2. Offset Duplicator: equipment for indirect printing (offset) at a printing rate potential of 5,000 or more impressions per hour in 11 x 17 inches sheets.

3. Press: any printing equipment, including offset or letterpress (indirect printing with high relief moulds) whose sheets or printed paper exceeds the size of those produced by a duplicating offset machine (11 x 17 inches)

4. Issue: total quantity of any printed form, pamphlet, circular, or any other printed material which includes the whole amount of copies printed.

5. Reproduction Center: shop or section of any government agency wherein by means of duplicating offset machines, presses, mimeographs or other means of reproduction, printed forms or copies are produced to be distributed in a limited scope or to be used within the agency.

6. Printing Bureau: the Printing Press Bureau within the Purchase, Services and Supplies Area of the General Services Administration.

7. Internal Circulation: those publications issued for the exclusive use of the government branch which publishes them.

Section V: Printing Services of the Department of Education.

1. The following government branches can make use of the Printing Services of the Department of Education without the interference of the Purchase, Services and Supplies Area (except for the production of those printed forms available in the General Services Administration warehouse and for the reproduction of works originally printed in the Printing Bureau).

a) Department of Education

b) Institute of Puerto Rican Culture

c) The Governor's Office

d) other government agencies authorized by law to make purchases without the interference of the Purchase, Services and Supplies Area.

2. The Printing Services Division of the Department of Education is exclusively exempt from the provisions concerning the purchase of materials and equipment and the issues or impressions stated in this order.

Section VI: Purchase of Printing or Reproduction Equipment.

The Purchase of printing or reproduction equipment by the government agencies is limited as follows:

1. No replacement of printing presses or duplicating machines of a larger size or of a greater producing capacity than those specified in Section IV (2) of this Regulation will be allowed unless the Printing Bureau after studying it, and recommends said replacement.

2. Whenever the cost of any equipment to be purchased in a reproduction center exceeds \$300 the purchase will be subject to study and approval of the Assistant Administrator of the Purchase, Services and Supplies Area or his authorized representative.

Section VII: Limits concerning the class and number of issues to be prepared in the Reproduction Centers of the government agencies and Art Services.

1. The biggest issue allowed to a reproduction center of any agency is limited yearly to 10,000 pamphlets, newspapers, and reviews of no more than eight pages and subject to circulate internally only. Whenever more than 10,000 copies per year are required it must be ordered from the Printing Bureau.

2. The biggest edition of a circular or form of a government agency will not exceed 30,000 copies per year.

3. The reproduction centers of the government agencies are not allowed to reprint or print any of the printed forms or publications distributed by the Purchase, Services and Supplies Area warehouse.

4. The Printing Bureau will refer to the Art and Publications Bureau of the Purchase, Services and Supplies Area of this

Administration those printing project models which require complex artistic work and special quality for its tipographic design.

5. The advisory services of the Art and Publications Bureau in its editing centers will be provided for the editing of texts of those government agencies which do not have the means and specialized personnel to prepare them internally providing that all work requiring art and editing services must be approved previously to its printing by the Director of the Art and Publications Bureau.

Section VIII: Inspections.

The Assistant Administrator of the Purchase, Services and Supply Area, or his authorized representative will carry on periodical inspections in the different reproduction centers of the government agencies so as to insure the strict fulfillment of the provisions contained in this Regulation; in so doing he can inspect the Reproduction Register and the corresponding printed forms.

Section IX: Reproduction Register.

1. Immediately upon the approval of this Regulation, all the reproduction centers of the government agencies will open and maintain a Reproduction Register which will include the description of every printed work and information regarding class of work (pamphlet, form, poster, circular, etc.), size, number of pages, amount printed in the issue, number of colors, number of plates and negatives used, office or branch that uses it. Each entry in said register must include the record number of the corresponding printed form.

Section X: Use of the services of the Printing Division of the Department of Education and private printing firms.

a) The government agencies are not authorized to print their works in the Department of Education press or in private printing presses unless previous approval of the Assistant Administrator of the Purchase, Services and Supplies Area or his authorized representative has been insured.

b) The Department of the Treasury will not pay any printed work ordered by a government agency where the approval of the Assistant Administrator of the Purchase, Services and Supplies Area or his authorized representative has not been issued.

Section XI: Procedure for requesting the Printing Bureau approval.

Requests for insuring the printing services provided by the printing press of the Department of Education or private printing firms may be obtained from the Assistant Administrator of the Purchase, Services and Supplies Area or his authorized representative when:

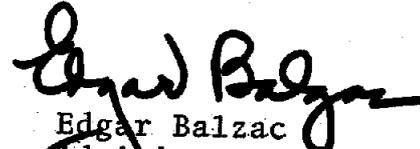
1. The Printing Bureau can not provide the job.
2. The procedure for requesting printing approval is that established in Regulation Number 2 of the General Services Administration "To Regulate the Purchases under Law 96 of 1954" and any other circular letter or additional communication which the General Services Administrator may issue or if the public interest is benefitted with it.

Section XII: The Printing Bureau and the Printing Services Division of the Department of Education may interchange, by mutual consent, phases of work and may contract between them partial services for the work performed in their respective printing facilities and may also contract partial services with private printing firms in accordance with the provisions regarding purchases and bids.

Section XIII: Rule Number One, as amended by the Secretary of the Treasury "Rules for the Use of Printing Presses and Reproduction Centers of the Government" is hereby abolished.

Section XIV: This Regulation shall take effect 30 days after its filing in the Department of State of the Commonwealth of Puerto Rico in accordance with the provisions of Act 112 of June 30, 1957 as amended.

San Juan, Puerto Rico as of this day 5 of Dec., 1973.

  
Edgar Balzac  
Administrator