



State of Ohio Administrative Policy

Public Printing

No:
Records and Printing
RM-03

Effective:
December 18, 2015

Issued By:

Robert Blair, Director

1.0 Purpose

The Department of Administrative Services' (DAS) Office of State Printing and Mail Services (State Printing) is responsible for the supervision of public printing, with a few exceptions, such as printing for the General Assembly, Arts Council, Capital Square Review and Advisory Board, and state-supported institutions of higher education. Exempted entities, however, may choose to use State Printing's services.

Pursuant to Ohio Revised Code (R.C.) 125.31, unless otherwise exempt by law, all Executive Agencies must direct all major printing and related services through DAS, including production-level copying, mainframe printing, and mail preparation activities.

Agencies are instructed to follow the guidelines established in State of Ohio Printing Handbook for the production and procurement of all printed goods.

2.0 Policy

2.1 Copy Printing Centers:

- 2.1.1 State Printing's Copy Printing Centers (Copy Centers) may be accessed by completing printing order form ADM 0515 (printing order form) and sending it to the closest Copy Center. The current price schedule and a job estimator screen can be found at: <http://das.ohio.gov/Divisions/GeneralServices/StatePrintingandMailServices.aspx>. Material to be duplicated should be included with the order.

Most quick Copy Center orders are produced and delivered in less than one day. Larger orders may take longer, depending on the size and complexity of the order.

Rates for Copy Center service include all prepress, production, delivery, and most finishing options. Invoices are compiled and mailed monthly. Copy Center orders do not have to be encumbered.

- 2.2 **Commercial Procurement:** Orders that cannot be produced in a Copy Center will be sourced through State Printing by competitive selection or competitive quotes. Paper for term contract printing will be sourced through the appropriate term paper contracts. State Printing will provide advice and consultation to customer agencies on selection of stock.

All orders for commercial printing must be encumbered and placed with State Printing using the printing order form. Whenever possible, printing projects should be planned jointly between the customer agency and State Printing. Most orders can be placed with a contractor within a few days of receipt.

Service fees for procurement services are based on dollar volume and billed monthly. Invoices for term contract orders will be paid by State Printing from funds encumbered on the printing order form. All award results are updated daily online, at <http://apps.das.ohio.gov/AQS/vwopenjobs.aspx>.

Delivery of commercially printed jobs can vary from a few days to a few weeks depending on quantity, availability of stock and the complexity of the order. In order to ensure the timely delivery of printing orders, contact State Printing early in the planning process.

- 2.3 **Publication of Printing Costs:** Agencies have the option to publish certain information pertaining to printing costs on most commercially produced pamphlets, books, posters, maps, brochures, reports and other publications.

The publication cost will be displayed on the first page or on the front, back or inside cover and may include publication date, unit cost and the total number of copies produced. The location of the publication cost information will be decided jointly by the ordering agency and State Printing.

The type style and size will be such that data is easily readable, but not detract from the piece on which it is printed. This information will appear in a "cost box" similar to the sample shown below.

TOTAL COPIES PRINTED:	3,000
UNIT COST:	\$.2391
PUBLICATION DATE:	06/97

The three figures placed in the information box are defined as follows:

1. **Total Copies** Represents the total number of copies requested on the printing order. Overruns or under runs cannot be projected, and thus, the quantity ordered will be shown.

2. **Unit Cost** Includes all the components referenced in R.C. 125.49.
 - a. **composition** Includes all pre-press costs such as art work, typesetting, proof alterations, and camera and plate preparation.
 - b. **press work** Includes all costs associated with printing of the specified material except paper.
 - c. **binding** Includes all costs associated with finishing printed matter such as perforating, folding, stitching, trimming, drillings, collating and binding.
 - d. **paper** Includes estimated cost of all paper ordered.

The sum of these unit cost components shall serve as the dividend and the number of documents printed as the divisor. The quotient resulting from this calculation will be the figure shown as unit cost.

3. **Publication Date** Identifies requested delivery date on the printing order. The date will be expressed as a month and year.

This policy supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

3.0 Authority

R.C. 125.31-125.76

4.0 Revision History

Date	Description of Change
09/01/2009	Original policy, published as GS-D-10.
12/18/2015	Reformatted and renumbered, along with revisions to sections 1.0, 2.0, and 3.0.
12/18/2017	Scheduled policy review.

5.0 Inquiries

Direct inquiries about this policy to:

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State of Ohio Administrative Policies may be found online at
<http://das.ohio.gov/Divisions/AdministrativeSupport/StateAdministrativePolicy.aspx>