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CHAPTER 8. REGIONAL PRINTING OPERATIONS

- 8-1 General. Regional and Field office printing needs are obtained locally under delegated authority to the offices. However, the Chief of the Printing Branch has oversight and final authority in disputed actions.
- 8-2 Order Forms. Regional and subordinate Field offices shall use form HUD-57, "Request for Services" (see Appendix 4), or its equivalent printing requisition to authorize and document in-house duplicating and related services. Requests for services or products that must be procured from other than in-house facilities shall be made by the authorized Printing Officer on the form designated by the procurement source, i.e., General Services Administration, Government Printing Office, etc.
- 8-3 Procurement Sources. Short-run, quick turn-around duplicating contracts have been established with, and are administered by, Regional Government Printing Offices. Generally, Regional and subordinate Field offices will use these printing programs which should satisfy most of the their printing requirements.

In the event that certain printed products cannot be procured on the established contracts because they do not meet the contract specifications, the following sources may also be utilized.

- \* In-house duplicating (see In-house duplicating limit paragraph 8-5).
- \* Government Printing Office Regional Printing Procurement Offices.
- \* Government Printing Office Regional Printing Plants.
- \* General Services Administration Field Duplicating Plants (if in the same building or building complex).
- \* General Services Administration Combined Administrative Service Units (see in-house duplicating limit).
- \* Other Federal Government printing plants that are authorized by the Joint Committee on Printing (if in the same building or building complex).

8-4 Authority to Select Procurement Source

- A. Authority. The Regional Director, Office of Administration, shall designate personnel from their

Administrative Services Division, or its equivalent, to be responsible for procurement of Regional printing requirements. Subordinate Field offices shall coordinate their reproduction and related activities through the Regional Office. Orders will be placed based upon sources available, deadlines, costs, quality required, and the technical specifications which must be met. Headquarters' Printing Branch is available for assistance and guidance whenever it is required.

- B. Procedures. Regional Offices are authorized to place orders directly with printing contractors who have been awarded direct deal contracts by the Government Printing Office. These types of orders include forms, handbooks, or other materials that are generally one ink color, printed on a white text paper and are for limited quantities, as specified in the various contracts. This provision is applicable only when funds are available and the products ordered fit the terms, conditions and specifications for the contracts established in each Region.

When printing is required that does not fit the established contracts, orders may be placed by the authorized personnel directly with the Regional Government Printing Office or other Joint Committee on Printing authorized facility that is in the same building or building complex only.

- C. Responsibilities. No printing may be ordered from sources other than those authorized by the Joint Committee on Printing. The authorized printing procurement personnel have authority to reprint forms, handbooks, and related official materials so long as the reprints conform exactly to the original printing received from Headquarters. No additions or deletions are permitted including the adding or deleting of Regional symbols, numbers, or other identifications. The authorized personnel are further responsible for administering the Regional printing contracts established by the Government Printing Office including the review of printing requests, funding, signing of requisitions, reviewing completed printing for adherence to specifications, and liaison with the Headquarters' Printing Branch. Established contracts may not be revised or renewed without prior consent of the Chief, Printing Branch.

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Copies of printing requisitions GPO Form 2511 and SF1 (see Appendices 5 and 6) must be submitted monthly to the Chief, Headquarters' Printing Branch.

- 8-5 In-house Duplicating. Regional and Field offices are equipped to perform duplicating and office copying, as needed. The maximum number of impressions that can be produced in-house is 5,000 impressions of one page and 25,000 impressions of multiple pages. Requests for equipment changes, problems with equipment or procurement resources should be referred to Administrative Services Division Directors, or their equivalent. The Chief, Headquarters' Printing Branch is available for consultation on copier equipment procurement or problems.

A report on in-house duplicating activity must be submitted to the Chief, Headquarters' Printing Branch on a quarterly basis. Submit reports on HUD Form 1001, "Field Reproduction Report" (see Appendix 7).