

POLICY NUMBER

APM-2-80

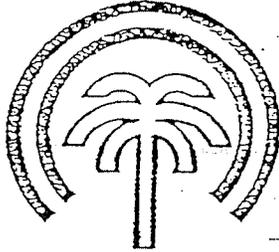
EFFECTIVE DATE:

October 1, 1980

ISSUED BY:

City Manager

City of Miami



ADMINISTRATIVE POLICY

REVISIONS

REVISED
SECTION

DATE OF
REVISION


SIGNATURE

SUBJECT: Standards for City-Wide Duplicating Requirements

PURPOSE:

To establish responsibility, control and procedures for duplicating services for the City of Miami within the Department of Building and Vehicle Maintenance.

THE POLICY WILL BE AS FOLLOWS:

Effective October 1, 1980 all duplicating and printing requirements will be the responsibility of the Department of Building and Vehicle Maintenance. This responsibility shall include internal or contractual duplicating and the approval of lease or purchase of any form of duplicating equipment and associated peripheral equipment. All necessary funds for city-wide printing and duplicating as outlined herein will be provided for in the Print Shop Division budget with appropriate revenues placed within the internal service categories in department's budgets.

In summary, the Department of Building and Vehicle Maintenance shall be the point of control for all of the City's duplicating requirements.

PROCEDURES:

(1) Requests for Duplicating Services

All requests for duplicating services shall be submitted to the Print Shop on Form 913, "Requisition for Duplicating Services", attached and completed in triplicate. The Print Shop will complete the request through the services of the Print Shop or through contractual vendors and shall assume responsibility for the timely completion of the job. The Purchasing Agent will, at the beginning of each fiscal period, acquire contractual vendors through the normal bid procedures and issue blanket purchase



orders to outside vendors for service to the Print Shop. The Department of Building and Vehicle Maintenance will initiate a purchase order requisition through the blanket purchase order system.

Specifications and quality standards shall be the responsibility of the Department of Building and Vehicle Maintenance. Specifications and quality standards will be developed and provided to the Purchasing Agent by the Department of Building and Vehicle Maintenance on a timely basis before the beginning of the new fiscal year and on each purchase order requisition.

Requests for Quick Copy duplicating shall be submitted in final form to the Print Shop on Form 913A, "Requisition for Quick Copy", attached and completed in triplicate.

(2) Acquisition of Duplicating Equipment

Purchase orders for all classes of duplicating equipment shall only be issued subsequent to the recommendation and approval of the Director of the Building and Vehicle Maintenance Department.

(3) Budgetary Provisions for Acquisition

Budgetary provisions for duplicating equipment shall be accomplished with the technical assistance and expertise of the Department of Building and Vehicle Maintenance.

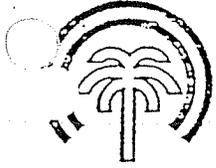
Utilization of cost standards will be established by the Department of Building and Vehicle Maintenance for the acquisition and use of duplicating equipment.

(4) Disposition of Duplicating Equipment

The disposition of duplicating equipment shall be the joint responsibility of the Department of Building and Vehicle Maintenance and the Purchasing Division of the Finance Department.

(5) Forms Control and Standardization

The Print Shop shall be responsible for forms control and standardization in coordination with operating departments and the City Manager's office.



(6) Limitations

No department shall operate or maintain any other than a simple low volume quick copy type of duplicating operation. Volume standards and limitations shall be established by the Department of Building and Vehicle Maintenance.

(7) Policy Amendments

Amendments to this administrative policy will be established as required.