

PROPOSED REVISIONS

12/22/2025

	No.: 2.05.01
	Date: 9/18/89
	Approved By: BCC
	Revised: 6/27/06
Title: PRINTING AND COPY CENTER SERVICES	Page 1 of 3

I. POLICY

The Graphics Section (Graphics) of the Office of Communications Division exists to provide offset printing, graphic design, short-run quick copy, and other related services to all County agencies. Graphics has been charged with the responsibility of monitoring the cost-effectiveness of in-house versus contracted services and for contracting out those services that cannot be provided more cost effectively by Graphics. Therefore, all projects requiring design, printing, or copying must be reviewed by Graphics to determine if the project can be performed in-house. If it is determined that the project can be printed by Graphics, a job number and an expected time of completion will be issued. If the project requires materials, a quality standard, or a deadline that is beyond the capabilities of Graphics, Graphics will provide the requesting department or division with a quote from three—a qualified vendor(s) in accordance with the current Procurement Procedures Manual. The requesting agency will pay for the project with funds from its accounting line. The requestor is responsible for creating a purchase order, if necessary, and the requestor's fiscal office will process payment by purchase order or purchasing card.

Departments and divisions under the Board of County Commissioners (BCC) are required to follow the policy outlined above or receive a specific exemption from the Office of Communications Director-Division Manager. Elected Officials and other County agencies are strongly encouraged to use Graphics for their design and printing needs.

II. PROCEDURES

A. Printing or Design Services. County agencies desiring to utilize the services of Graphics, shall adhere to the following procedures:

1. Permanent, new and/or revised forms must be requested on a Request for New/Revised Form which must be approved by Graphics prior to printing. Exceptions are made for minor changes such as change in telephone numbers, misspellings, and typographical errors. For public informational brochures and other publications, refer to Regulation 5.02.01.

2.

1. Request forms are to be submitted to Graphics for all printing or design services requests and orders for pre-printed stock forms in the following manner:



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- a. Requests ~~are to~~must be emailed to Graphics@ocfl.net, sent through the interoffice mail system, or hand carried to Graphics, and ~~include the completed form along with any other items necessary to complete the request. Each request must include the organizational number (UnitNo.), completion date, contact name and phone number, and any other pertinent information. Any missing information will cause a delay in completing the request. An authorized signature is~~only necessary if it is the policy of the requesting division. The requested completion date is not a guarantee; once the request is received and if it is determined that Graphics cannot meet the deadline, Graphics will contact the requestor to discuss other options such as partial delivery or outsourcing the request. Graphics' Department's standard turnaround time is 7-10 business days. Requested forms should be typed and all information blanks filled in accordingly with the organizational number and signature of authorized personnel. Authorized personnel can be anyone with designated authority to purchase or encumber agency funds.
- b. When completed work is delivered to or picked up by the requesting department, division, or agency, the receiving personnel should check the order(s), sign and date the delivery ticket in the spaces provided. ~~The yellow copy will be given to the individual and he/she should forward that copy to their department's fiscal personnel to be retained for their records.~~
- c. Graphics retains forms, masters and information on usage factors, probable revisions, and time lapses between orders.

3.2. Graphics has the authority to establish both initial and re-order quantities. Unusual circumstances requiring more than normal form quantities must be justified or explained.

B. Copy Center. County agencies desiring to utilize the services of the Copy Center shall adhere to the following procedures:

1. All work to be reproduced at the Copy Center must be submitted with a Request for Copy Center Service form filled out legibly and completely. A request form must be submitted for each original or set of originals. Request forms can be completed in person at the Copy Center or emailed



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to CopyCenter@ocfl.net. Any request submitted without a completed form will not be processed.

2. The following "house-keeping" rules apply to work submitted to the Copy Center: all staples or bindings must be removed, folded documents must be straightened, multi-page originals must be face up and in proper sequence, and clear instructions as to processing must be indicated on the Request for Copy Center Service Form.

~~4. The yellow copy of the Copy Center's service form will be returned to the requesting person with the completed work and should be handled in the same manner as item c above.~~

C. Billing. All users of Graphics will be billed for their services in accordance with the following procedures:

2.1. User agencies will be billed via the indirect cost plan.

3.2. All approved non-BCC departments grants and non-county agencies will be invoiced for payment.

FOR MORE INFORMATION CONTACT: Graphics Section, The Office of Communications Division

REFERENCE: Administrative Regulation 5.02.01