

Chapter 282

Public Printing

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CROSS REFERENCES

Rules and regulations to administer and enforce
Ch. 282, 291.014

STATE PRINTING; STATE PRINTING SECTION; STATE PRINTER

Laws for state printing and State Printer authorized, Const. Art. XII, § 1

282.080

Qualifications of State Printer, Const. Art. XII, §1

282.110

Allotment required prior to expenditures from certain funds, 291.238

STATE PRINTING; STATE PRINTING SECTION; STATE PRINTER

282.010 Definitions. As used in ORS 282.010 to 282.150, unless the context otherwise requires:

(1) "Department" means the Department of Finance and Administration.

(2) "State printing section" means the administrative unit or division within the Department of Finance and Administration handling the printing functions.

282.020 Department to control state printing and printing purchases. (1) The Department of Finance and Administration shall:

(a) Control and manage the state printing section and all state printing.

(b) Control all printing purchases, including those outside of the state printing plant; and any printing done outside of the state printing plant may be done only through authority of the department.

(2) The department may advertise for bids and award contracts for state printing, etc., but the policy of the department in deciding what work shall be let by contract shall be dictated by questions of good business and economy.

282.030 Submitting "copy" for approval of department. Before being printed all "copy" must be submitted to the Department of Finance and Administration for approval. The department may in the interest of economy, revise or abridge the "copy" but not in such a manner as to destroy its sense or omit any material statement of facts.

282.040 Charges for printing by state printing section. The Department of Finance and Administration shall determine and fix the charges to be made for all work done by the state printing section. In determining the charges, the cost of all labor, materials, office expense and depreciation shall be taken into consideration. All printing shall be paid for by the department for whose use and benefit it is secured and at the rate fixed and as per invoices rendered by the Department of Finance and Administration. Duplicating services rendered by the department shall be deemed to be "printing" for the purposes of this section.

282.050 Multiple duplication work. (1) As used in this section, unless the context otherwise requires, the terms "state agency"

or "agency" have the meaning given such terms in ORS 291.002.

(2) The Department of Finance and Administration shall control and regulate the performance and production of all multiple duplication work required by state agencies and the purchase and use of multiple duplication equipment. The department shall itself perform, through the state printing plant, such duplicating services for the state agencies as may practicably and economically be performed centrally, and for that purpose may require that duplicating equipment possessed by any agency be transferred to the department. The department further may require transfers of duplicating equipment between agencies where so to do would result in efficiency and economy. Where any duplicating equipment is so transferred to the department or between agencies, the proper adjustment shall be made in the accounts and appropriation allotments of the department and of the agencies involved.

282.060 Exception to application of state laws where federal funds are involved. Notwithstanding any provision in ORS 282.020 or 282.050 to the contrary, in all cases where federal granted funds are involved, the federal laws, rules and regulations applicable thereto shall govern.

282.070 State university printing plant and journalistic laboratory; Oregon State College printing plant; limiting printing in these and other state plants. (1) Subject to subsection (3) of this section, the Department of Higher Education may operate:

(a) A printing plant and journalistic laboratory at the University of Oregon in connection with the university school of journalism.

(b) A printing plant at Oregon State College.

(2) Funds earned in the journalistic laboratory shall immediately be turned in to the comptroller of the university who shall be held responsible for the funds under his bond. Such funds may be administered in the same manner as other laboratory funds of the university or applied as otherwise ordered by the Department of Higher Education.

(3) No printing shall be done in the journalistic laboratory, or in any publicly owned printing plant within the state, except such printing as is paid for wholly or

in part out of funds regularly coming into the hands of the comptroller of the university, or paid for out of funds of the State of Oregon, the institution or the political subdivision owning the printing plant, or out of funds of the Federal Government appropriated for such printing purposes.

(4) Nothing in subsection (1) of ORS 282.020 or in ORS 282.050 is intended to affect the provisions of this section.

282.080 State Printer; assistants. (1) The Department of Finance and Administration shall appoint a State Printer who shall serve during the pleasure of the department. Unless otherwise provided in ORS 292.317, or by the State Civil Service Law, the State Printer shall receive such compensation as the State Board of Control determines, to be paid out of the State Printing Fund Account as provided in ORS 282.110.

(2) Subject to the State Civil Service Law, the Department of Finance and Administration shall employ such other assistance as may be necessary for carrying out the functions of the state printing section.

282.090 Bonds of State Printer. Before entering upon the duties of his office, the State Printer shall file a bond as required by ORS 292.040 and shall furnish such other bond as in the judgment of the department may be necessary to insure the faithful performance of the duties of his office.

282.100 Payroll certification and approval; auditing and drawing warrants by Secretary of State. At the end of each month and oftener if the department so requires, the State Printer shall cause a payroll to be made which shall show the name of each employe, the capacity in which employed, the rate of salary or wages, and the amount due. The payroll, when certified to by the State Printer as correct and approved by the department, shall be presented to the Secretary of State for audit. If the payroll is found correct, warrant shall be drawn upon the State Treasurer in favor of the State Printer for its payment.

282.110 State Printing Fund Account.

(1) All moneys received by the department for printing, ruling, binding, etc., including duplicating services rendered by the department, shall be promptly deposited in the State Treasury to the credit of the General Fund in an account to be known as the State Printing Fund Account. The State Printing Fund Account shall be maintained

as a continuing fund and used by the department for the purchase of all supplies and the payment of all labor and expense connected with the operation of the state printing section.

(2) On December 31 of each year, and after setting aside the Depreciation Fund Account as required by ORS 282.120, the department shall turn into the General Fund all moneys over and above an amount which will cover the needs of the office during the ensuing quarter.

(3) All expenditures from the State Printing Fund Account shall be made in the usual manner on vouchers approved by the department.

282.120 Depreciation Fund Account. The department shall create a Depreciation Fund Account by adding to the charge for work done, as prescribed by ORS 282.040, an amount not exceeding four percent of the cost of all labor, materials and office expense. The Depreciation Fund Account shall be placed in the hands of the State Treasurer and used by the department in making renewals to the plant and equipment and in purchasing additional equipment. "Equipment" includes duplicating equipment. The expenditures from the fund shall be made in the usual manner upon vouchers approved by the department.

282.130 Revolving fund for current expenses. The Secretary of State hereby is authorized to draw his warrant on the State Treasurer payable out of the State Printing Fund Account in the General Fund for the sum of \$2,500 in favor of the State Printer. The amount designated shall be credited to, and is intended to be, a revolving fund which shall be carried with the State Treasurer and which shall be used by the state printing section for the purpose of providing funds to pay the current expenses of the state printing section when it is desirable or necessary to make immediate cash payments. All subsequent payments made pursuant to subsection (2) of ORS 282.140 shall be credited to this revolving fund.

282.140 Filing voucher; replenishing revolving fund. (1) The State Printer shall once each month file with the Secretary of State a verified voucher covering disbursements from the revolving fund made during the preceding calendar month, accompanied by an itemized statement showing the names of the persons, firms or corporations to

whom and the purposes for which the disbursements were made.

(2) The Secretary of State shall then draw his warrant on the State Treasurer, payable out of the State Printing Fund Account in the General Fund, for a sum the amount of which shall be sufficient only to completely replenish the revolving fund, in favor of the State Printer for deposit in the revolving fund.

282.150 Printing reports of state agencies and inaugural address of Governor.

(1) At the time the biennial reports of the various state officers, boards, commissions and departments are made, the State Printer shall cause to be printed and bound such a number of each report as shall be directed by the Secretary of State, and the state officer, board, commission or head of department, making such report.

(2) At the inauguration of a Governor, the State Printer shall cause to be printed such number of copies of the inaugural address as the Governor and Secretary of State direct.

(3) All the reports mentioned in this section shall be bound in pamphlet form in paper binding, unless the legislature by resolution otherwise provides.

282.160 to 282.200 [Reserved for expansion]

PUBLIC PRINTING GENERALLY

282.210 Performance within state of public printing, binding and stationery work; stipulation in request for bids and in contracts; exceptions. (1) Except as provided in subsection (2) of this section, all printing, binding and stationery work for the state or any county, city, town, port district, school district, or other political subdivision thereof, shall be performed within the state. All requests for bids and all contracts for such work shall so stipulate.

(2) The work referred to in subsection

(1) of this section may be performed outside the state if it is established that:

(a) The work cannot be performed within the state;

(b) The lowest price for which such work can be procured within the state exceeds the charge usually and customarily made to private individuals and corporations for work of similar character and quality; or

(c) All bids for the work, or any part thereof, are excessive and not reasonably competitive.

282.220 Payment for unauthorized work outside state prohibited. No payment shall be made by the state or any political subdivision thereof for printing, binding or stationery work unless it appears that such work was done within the state, or was authorized to be done outside the state pursuant to ORS 282.210.

282.230 Provisions required in contracts for work to be done outside of state. (1) All contracts for work to be performed outside the state under ORS 282.210 shall provide and require that such work shall be performed under conditions of labor and employment which shall substantially conform to the laws of this state respecting hours of labor, the minimum wage scale for women and minors, and the rules and regulations promulgated by the Wage and Hour Commission of the State of Oregon regarding conditions of employment, hours of labor and minimum wages.

(2) Violation of the provision required by subsection (1) of this section shall be ground for cancelation of the contract.

282.240 to 282.980 [Reserved for expansion]

PENALTIES

282.990 Penalties. The provisions of subsection (1) of ORS 291.990 apply to ORS 282.020 and to 282.050. Any violation of ORS 282.040 to 282.060 shall, upon conviction, be punished as prescribed in subsection (1) of ORS 291.990.

CHAPTERS 283 TO 285

[Reserved for expansion]

