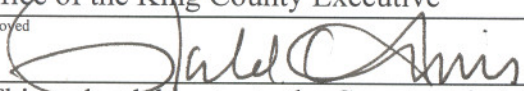




Title Delegating Centralized Graphics/Printing Services Authority	Document Code No. ACO 8-16 (AEO)
Department/Issuing Agency Office of the King County Executive	Effective Date. DEC 22, 2001
Approved 	

This order delegates to the County Administrative Officer of the Department of Executive Services the authority to coordinate and provide centralized graphics/printing services for all County agencies.

WHEREAS, the County endeavors to provide maximum services in the most economical manner possible, and

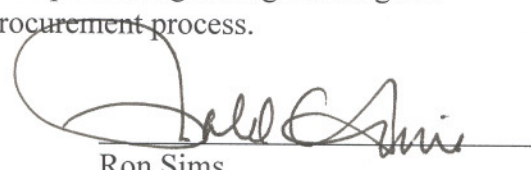
WHEREAS, previous County studies have indicated that a centralized graphics/printing operation should produce a significant cost reduction, and

WHEREAS, the Department of Executive Services (DES) has the capability, personnel and equipment to meet a majority of the printing needs of County agencies;

NOW, THEREFORE, I, Ron Sims, King County Executive do hereby delegate to the County Administrative Officer the authority to coordinate and provide centralized printing services through the Department of Executive Services as follows:

1. All departments, divisions, agencies, and programs within County government are hereby directed to submit print and graphic projects to and utilize DES' centralized graphics/printing services.
2. Information and procedures to facilitate centralized graphics/printing services will be made available through the following:
 - (a) Graphics/Printing Procedures which will outline the guidelines, timelines and process to be followed to submit all graphics/printing requests to the Graphics/Printshop;
 - (b) The Graphics/Printshop will estimate costs from the Printing Requisition/Authorization, submitted by the requestor, and, when within their capability, will complete the printing request;
 - (c) The Graphics/Printshop will make appropriate determinations regarding specific projects and, if necessary, submit the project for processing through the regular competitive bid process and/or appropriate procurement process.

Dated this 12 day of December 2001.



Ron Sims
King County Executive

Attest:



Bob Roegner, Manager
Records and Elections