

CHAPTER 26-10

CENTRALIZED FIELD DUPLICATING SERVICES

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26-10-00 SCOPE

This chapter states general guidelines and procedures for the establishment and operation of centralized field duplicating services on a **reimbursable** basis. These services may be provided in **multi-occupant Federal buildings**.

26-10-05 APPLICABILITY

This chapter is applicable to all executive agencies that occupy space in or are prospective occupants of a **multioccupant** Federal building located in the United States.

26-10-10 TYPES OF CENTRALIZED FIELD DUPLICATING SERVICES

With due regard for the Government Printing and Binding Regulations, the types of centralized field duplicating services made available by GSA to occupying agencies in a Federal building will be as follows:

- A. Services will include various duplicating processes; photographic reproduction; photocopying, mailing lists, bindery services, and other closely related services as necessary.
- B. Qualified specialists will be available for advice and guidance on publications management.

26-10-15 ECONOMIC FEASIBILITY OF CENTRALIZED FIELD DUPLICATING SERVICES

A. Scheduling of Feasibility Studies

1. Based upon available data on the proposed size, location, the number of agencies scheduled for occupancy, and other factors pertinent to a proposed Federal building, GSA will determine whether or not to provide for a centralized field duplicating plant in the space directive covering the new building.

(26-10-15A continued)

A feasibility study thereafter will be scheduled and coordinated with the Federal building program of the Public Buildings Service, GSA, so U to occur during the period following the completion of funds by the Congress for site acquisition and prior to development of final working drawings for the building. The final decision to provide centralized field duplicating services in a new Federal building will be subject to subsequent determination by the Administrator of General Services based upon the formal feasibility study.

2. Feasibility studies may be initiated by GSA in existing Federal buildings. Such studies will be conducted in the same pattern as for new buildings.

B. Notification of Feasibility Studies

The Administrator of General Services, or his authorized designee, will give at least 30 days' notice to the head of each agency that would be served by a proposed centralized field duplicating plant, and will request the designation of agency representatives.

C. Initiation of Feasibility Studies

Each feasibility study will be initiated with a general meeting of designated agency representatives.

D. Survey of Duplicating Services - Individual Agency

Each agency covered by a feasibility study will be requested, through its designated local representative, to complete and furnish to the appropriate GSA regional office one copy of GSA Form 1927, Survey of Duplicating Services - Individual Agency (Exhibit X26-10-1). Completed GSA Form 1927 will be due two weeks from the date of request. When necessary, representatives of the GSA regional printing and publications activity will be available to assist agencies in the completion of the GSA Form 1927. Copies of the GSA Form 1927 will be furnished to the regional office at the time the request for completion is made.

E. Uniform Space Allowances

The space requirements for printing, duplicating, and related equipment under individual agency use as compared to use in a centralized facility will be based upon uniform space allowances plotted equally under both conditions. The Table of Space Allowances utilized in making this comparative analysis is set forth in Exhibit X26-10-2.

F. Pooling of Equipment and Personnel

1. Arrangements will be made by the appropriate GSA regional office with each prospective occupant of a new Federal building in which a centralized field duplicating plant is to be **established** for transfer to GSA, without **reimbursement** to the contributing agencies, of the duplicating equipment **owned** by such agencies which otherwise would be used at that location. Photocopy and addressing **equipment**, as well as reproduction equipment used in systems operations, **may** be retained by **mutual agreement** with the **owning agencies**. Transferred equipment which is **not** used in the **centralized** plant will be held for a **period** of six months at which time it will be disposed of by GSA in accordance with applicable regulations governing the disposal of excess property.
2. Personnel engaged in the duplicating activity of the affected **agency** will be considered for transfer to GSA upon establishment of a centralized plant, in accordance with civil service regulations governing transfer of function **set** forth in the Federal **Personnel** Manual.
3. Space for duplicating equipment in Federal buildings where use of such equipment would duplicate the service provided by the centralized plant will not be made available by GSA to occupant agencies.
4. The format of Agreement for the Pooling of Equipment and Personnel is prescribed in Exhibit X26-10-3.

G. Determination of Feasibility

The Administrator of General Service⁸ will determine the economic feasibility of each proposed centralized field duplicating plant in accordance with subsection **26-00-20G**. The **Director** of the Bureau of the Budget and the head of each affected agency will be advised of the Administrator's determination to establish a centralized plant.

26-10-20 OPERATION OF CENTRALIZED FIELD DUPLICATING PLANTSA. Continuity of Service

Each new centralized field duplicating plant will be established in sufficient time to assure occupants moving into the building that there will be **no** interruption of duplicating service in support of their program activities.

(26-10-20 continued)

B. Announcement of Centralized Services

The appropriate GSA regional office will announce the availability of a centralized field duplicating plant approximately 90 days in advance of its activation including:

1. The date service will be available;
2. The services to be furnished, including technical assistance on reproduction problems;
3. A current price schedule; and
4. Procedures for obtaining service.

C. Appraisal of Operations

1. The appropriate GSA regional office will appraise continually the operation of each centralized field duplicating plant. Proposals to expand, modify, or discontinue a centralized plant shall be made to the appropriate authorities in the Central Office and must be supported by all pertinent information.
2. The Administrator of General Services will give a minimum of 90 days' notice to the heads of agencies concerned before any action to curtail or discontinue centralized services is taken.

7. ANNUAL PRODUCTION AND MANPOWER REQUIREMENTS					
OPERATION		NUMBER OF JOBS PROCESSED BY OPERATION	PRODUCTION		MAN-HOURS EXPENDED
DESCRIPTION			ACTION	TOTAL	
1. COP. PREPARATION		XXXX	NUMBER OF PAGES PREPARED		XXXX
2. PLATE			NUMBER OF NEGATIVES MADE		
3. PLATE MAKING			NUMBER OF PLATES MADE		
4. PLATE MAKING	PRESS SIZE	XXXX	PLATES RUN	MACHINE IMPRESSIONS	XXXX
	TYPE		MASTERS RUN	MACHINE IMPRESSIONS	
5. PLATE MAKING	TYPE	XXXX	ACTION		XXXX
			NUMBER OF SHEETS COLLATED		
			NUMBER OF SHEETS COLLATED		
			NUMBER OF COPIES STITCHED		
6. PLATE MAKING		XXXX	MACHINE IMPRESSIONS	PLATE CHANGES	XXXX
7. PLATE MAKING			ACTION		
8. PLATE MAKING		XXXX	ACTION		XXXX
9. PLATE MAKING			NUMBER OF PRINTS MADE		
10. PLATE MAKING		XXXX	NUMBER OF PRINTS MADE		XXXX
11. PLATE MAKING			NUMBER OF COPIES STITCHED		
12. PLATE MAKING		XXXX	NUMBER OF COPIES STITCHED		XXXX
13. PLATE MAKING			NUMBER OF COPIES STITCHED		
8. ANNUAL DOLLAR VOLUME OF PROCUREMENT FROM COMMERCIAL SOURCES OR OTHER FEDERAL AGENCIES					
A. PRINTING AND DUPLICATING			B. PHOTOGRAPHIC		
NAME OF COMMERCIAL SOURCE OR FEDERAL AGENCY	ANNUAL DOLLAR VOLUME	NAME OF COMMERCIAL SOURCE OR FEDERAL AGENCY	ANNUAL DOLLAR VOLUME		

INSTRUCTIONS FOR PREPARATION OF GSA FORM 1927

PREPARED BY. Enter the signature and title of the individual preparing the form.

TELEPHONE NO. Enter the complete telephone number of the individual who can be contacted regarding preparation of the form.

DATE PREPARED. Enter date prepared.

BLOCK 1, DEPARTMENT OR AGENCY. Enter name of department or agency.

BLOCK 2, ORGANIZATIONAL UNIT. Enter title of organizational unit.

BLOCK 3, ADDRESS. Enter complete address.

BLOCK 4, PRESENT REPRODUCTION EQUIPMENT.

- a. DESCRIPTION OF EQUIPMENT. Enter names of all reproduction and related equipment, in use or in storage, i.e. offset, mimeograph, collator, folder, etc. **NOTE:** Indicate items stored by adding (S).
- b. MANUFACTURER. Enter name of manufacturer for each piece of equipment, i.e. Addressograph-Multilith Company, A.B. Dick Company, etc.
- c. YEAR ACQUIRED. Enter the year each piece of equipment was acquired.
- d. AGE. Enter present age in years of equipment.
- e. CONDITION CODE. Enter appropriate condition code. (See footnote.)
- f. SERIAL NO. Enter serial number for each piece of equipment.
- g. MODEL SIZE. Enter model size of equipment, i.e., for offset press "10x14," for mimeograph machine "8-1/2x14," for folding machine "14x20."
- h. MODEL NO. Enter model number for each piece of equipment, i.e., 1250 for offset press, 100 for mimeograph machine.
- i. ORIGINAL ACQUISITION COST. Enter the cost for each piece of equipment.
- j. ESTIMATED CURRENT VALUE. Enter the estimated current dollar value for each piece of equipment.

BLOCK 5, PERSONNEL ASSIGNED TO REPRODUCTION ACTIVITIES.

- a. POSITION TITLE. Enter position title for each employee assigned to reproduction activity, specify supervisory, operating or clerical.
- b. GRADE. Enter the General Schedule (GS) or Wage Board (WP or WB).
- c. ANNUAL SALARY RATE. Enter the annual salary rate.
- d. NUMBER OF FULL-TIME POSITIONS. Enter the number of full-time positions assigned to the reproduction activity.
- e. PART-TIME POSITIONS. Enter the number of part-time positions assigned to the reproduction activity.
- f. ESTIMATED PERCENT UTILIZATION. Enter the estimated percent of time spent by part-time employees in reproduction activities.

BLOCK 6, SPACE REQUIRED FOR REPRODUCTION ACTIVITIES (Sq. Ft.).

- a. EQUIPMENT. Enter the number of square feet required for all equipment in use.
- b. SUPPLY STORAGE. Enter the number of square feet of space required for supply storage necessary for the reproduction activity.
- c. OFFICE. Enter the square feet of space required for office space related to the reproduction activity.
- d. TOTAL. Enter sum of a, b, and c.

BLOCK 7, ANNUAL PRODUCTION AND MANPOWER REQUIREMENTS.

- a (1). COPY PREPARATION. Enter number of jobs processed, number of pages prepared, and man-hours expended in lines (1) b, c, and d.
- a (2). CAMERA. Enter number of jobs processed, number of negatives made, and man-hours expended in lines (2) b, c, and d.
- a (3). PLATEMAKING. Enter number of jobs processed, number of plates made, and man-hours expended in lines (3) b, c, and d.
- a (4). OFFSET. Enter size of offset press, number of jobs processed, number of plates run, number of press impressions printed, and man-hours expended in lines (4) a, b, c, and d.
- a (5). STENCIL. Enter number of jobs processed, number of masters run, number of machine impressions printed, and man-hours expended in lines (5) b, c, and d.
- a (6). HECTOGRAPH. Enter number of jobs processed, number of masters run, number of impressions printed, and man-hours expended in lines (6) b, c, and d.
- a (7). COLLATING (Hand). Enter number of jobs processed, number of sheets collated by hand, and man-hours expended in lines (7) b, c, and d.
- a (8). COLLATING (Machine). Enter number of jobs processed, number of sheets collated by machine, and man-hours expended in lines (8) b, c, and d.
- a (9). STITCHING. Enter number of jobs processed, number of copies stitched, and man-hours expended in lines (9) b, c, and d.
- a (10). FOLDING. Enter number of jobs processed, number of sheets folded, and man-hours expended in lines (10) b, c, and d.
- a (11) and (12). OTHER (Specify). Enter any operation not provided for above, and the appropriate information for each.
- a (13). ADDRESSING. Enter number of jobs processed, number of machine impressions, number of plate changes, and man-hours expended in lines (13) b, c, and d.
- a (14). WHITEPRINT. Enter number of jobs processed, number of prints made, and man-hours expended in lines (14) a, c, and d.
- a (15). PHOTOSTAT. Enter number of jobs processed, number of prints made, and man-hours expended in lines (15) b, c, and d.
- a (16), (17), and (18). OTHER (Specify). Enter any operation not provided for above, and the appropriate information for each.

BLOCK 8, ANNUAL DOLLAR VOLUME OF PROCUREMENT FROM COMMERCIAL SOURCES OR OTHER FEDERAL AGENCIES.

- a (1) and (2). PRINTING AND DUPLICATING. Enter the name of each commercial and/or Federal agency from which printing and duplicating is procured, and the annual dollar volume expended for such procurement.
- b (1) and (2). PHOTOGRAPHIC. Enter the name of each commercial and/or Federal agency from which photographic service is procured, and the annual dollar volume expended for such procurement.

BLOCK 9, REMARKS. Enter number of individual jobs processed (number of individual requisitions, work orders, etc.).

SPACE ALLOWANCES
PRINTING, DUPLICATING, AND RELATED EQUIPMENT

Allowances are based on a single machine operation up to 17-1/2 x 22-1/2 inches sheet size capacity and include related equipment.

Names of commercial manufacturers and trade names are examples only, and their inclusion does not imply endorsement.

The allowances include the following:

Total Work Area:

1. Actual square feet of the area occupied by the equipment;
2. Work area required to operate and service the equipment; and
3. Aisle area required to transport supplies and completed work to and from the equipment.

Storage and Office Space:

1. Storage area needed for working supplies and normal backup stock; and
2. Office area required for paperwork support of material produced.

	<u>Total Work- ing Area (Square Feet)</u>	<u>Storage and Office Space (Square Feet)</u>	<u>Total Square Feet</u>
<u>Cold Type Composing Machines</u>			
(Such as Varitype, IBM Executive, and Headliner)	95	25	120
<u>Cameras • Process, etc., Including Darkroom Space</u>			
20 Inches	665	35	700
24 Inches	760	40	800
<u>Arc Lamp, Vacuum Frame, and Whirler Unit for Plate- making</u>			
20 x 24 Inches	350	25	375
26 x 30 Inches	375	25	400
30 x 40 Inches	405	30	435
<u>Off set Platemaking Unit, No Darkroom Required</u>			
(Such as Itek, Xerox, Ektalith, A-M 705, etc.)	90	30	120
<u>Offset Lithographic Press</u>			
Small Table Models	50	30	80
10-3/4 x 14 and 11 x 17 Inches	85	40	125
Tandem (10-3/4 x 14 Inches)	110	40	150
14 x 20 Inches	120	55	175
17 x 22 Inches	135	65	200
<u>Stencil Process</u>			
Hand-operated	40	20	60
Power-operated	45	35	80

	<u>Total Work- ing Area</u> (Square Feet)	<u>Storage and Office Space</u> (Square Feet)	<u>Total</u> <u>Square Feet</u>
<u>Spirit Process</u>			
Hand-operated	40	20	60
Power-operated	45	35	80
<u>Cutter - Paper - Lever Type</u>			
Hand-operated	80	20	100
Power-operated (up to 35-1/2 Inches)	100	25	125
<u>Collating Machine</u>			
Manually-operated	45	15	60
Power-operated			
Small Office Type	95	25	120
Sheet and/ or Signatures	130	30	160
<u>Drilling Machine - Paper - Power</u>			
	45	15	60
<u>Jogging Machine - Power-operated</u>			
	16	4	20
<u>Folding Machine</u>			
Table Top (up to 14 x 20 Inches)	30	10	40
Power (up to 14 x 20 Inches)	85	25	110
Power (over 14 x 20 Inches)	170	30	200
<u>Stitching Machine - Power</u>			
(Floor -type, Heavy-duty)	45	15	60
<u>Copy-Processing Machine -</u>			
<u>Hand-operated or Continuous</u>			
(Such as Photostat, 914 Xerox)			
10 x 14 Inches	120	30	150
14 x 18 Inches	170	30	200
18 x 24 Inches	185	40	225
<u>Whiteprinting Machine (Diazo)</u>			
Small	60	20	80
Large (30 to 54 Inches)	130	30	160
<u>Drier, Photo, Print and Film</u>			
Table, Electric or Gas	38	10	48
Floor, Electric or Gas	65	15	80
<u>Packaging and Tying Machines</u>			
	27	15	42
<u>Addressing and Mailing Machines</u>			
(Graphotype, Addressograph, Elliott, etc.)			
	50	30	80

Name _____
Agency _____
Address _____

Dear _____:

During the period _____ through _____, this office conducted a study to determine the feasibility of establishing a centralized duplicating (printing) facility in the (new) Federal building at _____.

Based on the results of this study, the General Services Administration intends to establish a centralized facility to service all occupants of the building.

At the time of the study, you completed and submitted to this office GSA Form 1927, Survey of Duplicating Services - Individual Agency, indicating that you were using the following equipment: (List)

(Use the following statement if applicable:)

The survey form also showed that you employed _____ (title and grade) in your duplicating activity. At the time the centralized facility is established, GSA will consider acceptance of this (these) employee(s) in accordance with civil service regulations governing transfer of functions set forth in the Federal Personnel Manual.

Although photo copying and addressing services will usually be offered by the new facility, such equipment may be retained by mutual agreement. In addition, reproduction equipment used in systems operations also may be retained. However, in keeping with the concept of a single centralized service and in accordance with Sections 201(a)(2), (3) of the Federal Property and Administrative Services Act of 1949, as amended, and with Bureau of the Budget Circular No. A-68, authorization is requested to pool all other reproduction equipment reported above without reimbursement to the new facility at the time of the move. Our staff will work closely with members of your office to effect an orderly transfer and continuous operation to satisfy your duplicating (printing) requirements.

It would be appreciated if you would authorize or secure the appropriate authorization in the space provided below and return two (2) copies of this letter no later than _____.

General Services Administration

By: _____
Assistant Regional Administrator
for Finance and Administration

Transfer of the equipment listed above in accordance with the terms of this letter is acceptable.

(Agency Name) _____

(Signature) _____

(Title) _____

(Date) _____

(If appropriate:) Acceptance by GSA of the following employee also is to be planned:

Name _____

Address _____

Grade and Position _____

Annual Salary _____