

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
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August 4, 1999

Information Bulletin No. BC-99-117

To: All WO and Field Officials
From: Director, National Business Center
Subject: Bureau-wide Acquisition Printing Costs

This IB is to advise all field offices of changes in accountability and responsibility for procurement related printing costs. These costs are the charges incurred by the Bureau to print solicitations and related documents, such as drawings and construction plans necessary to communicate to the public the details of a specific procurement. Prior to FY 1999, there was a Bureauwide fund from which printing costs were paid. However, beginning in FY 1999, this fund was discontinued. Therefore, effective immediately, and retroactive to October 1, 1998 for FY 1999 printing costs, the following procedures for payment of printing costs will be in effect:

1. Printing costs will be charged to the funding code provided to BC-670 by the requesting office. Typically, the costs run between \$50 and \$100.
2. More complex projects have higher printing costs and may run several thousand dollars. If a project has more than 10 full-sized drawings or more than 250 pages of specifications, prospective bidders will be required to pay a fee for the solicitation package. This charge helps limit the number of requests for plans to only those contractors seriously interested in submitting bids. This charge will also help to pay for the printing costs to the agency. The charge for more voluminous solicitation documents will be a minimum of \$100.
3. Monies received from offerors will be deposited to the BC-670 copy fees account in subactivity 5700. When such funds are received, they will be credited against the local cost target used to acquire the printing, thus offsetting the local cost target.
4. The charges for printing jobs in support of field office acquisition projects prior to this date have already been reversed to reflect the appropriate local office. This impact totaled less than \$40,000 for FY 1999 thus far.

If you have any questions, call Dave Cunningham at 303-236-9427.

Signed by:
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